



State of West Virginia  
John B. McCuskey  
State Auditor

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Local Government Services  
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August 21, 2023

TO: ALL WEST VIRGINIA LOCAL GOVERNMENT BOARDS AND AUTHORITIES

We recognize some boards and authorities are not aware of certain laws, regulations, and reporting requirements for which they are responsible. New standards are established, existing ones may have been changed, and the people who hold these positions of responsibility change as well. Therefore, the State Auditor's Office will once again be providing training to members and staff of municipal and county boards and authorities, free of charge. **This is a full day of training. Doors open at 8 a.m. with the training from 9 a.m. – 4 p.m.**

We will be providing these free training seminars at five different locations throughout the state. Although they are free to attend, we are asking everyone to pre-register for our planning purposes. If you must cancel your registration, please do so by calling our office so we can make the attendance adjustment for materials and meals.

In addition to attendees benefiting from the sessions we offer, they also will have the opportunity to network with others in similar positions, with similar concerns. The training we are offering has been designed to assist those on boards and authorities with skills and knowledge for adequate controls and oversight relating to the financial reporting and internal control process.

Enclosed you will find the registration form for these free training events. Tentative topics of training will include the following: Cybersecurity; Getting Ready for an Audit; Budgeting/How to Use a Budget; Purchasing Card; and Policies & Procedures. Please contact a member of our Local Government Services staff at [lgs@wvsao.gov](mailto:lgs@wvsao.gov) or 304-627-2415 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "John B. McCuskey". The signature is written in a cursive style with a large, stylized "J" and "M".

John B. McCuskey  
State Auditor



# 2023 State Auditor's Training Seminar for County and Municipal Boards and Authorities

State Auditor J.B. McCuskey, through his Local Government Services Division, is pleased to extend this invitation to the Annual Training Seminars for County and Municipal Boards and Authorities during the months of September and October at various locations throughout West Virginia. **This is a full day of training. Doors open at 8 a.m. with the training from 9 a.m. – 4 p.m.**

City	Seminar Date	Location	Registration Deadline
Bridgeport	Thursday, Sept. 21	Best Western Plus 100 Lodgeville Rd., Bridgeport	Sept. 14
So. Charleston	Thursday, Sept. 28	Holiday Inn & Suites 400 Second Ave., South Charleston	Sept. 21
Martinsburg	Thursday, Oct. 5	Holiday Inn & Suites 301 Foxcroft Ave., Martinsburg	Sept. 28
Beckley	Thursday, Oct. 19	Holiday Inn & Suites 114 Dry Hill Rd., Beckley	Oct. 12
Wheeling	Friday, Oct. 27	Oglebay Resort 465 Lodge Dr., Wheeling	Oct. 20

**The registration fee has been waived; however, pre-registration is required.**

*Although the fee has been waived, we must receive your registration before the deadline to have available space as well as food and beverages. Lunch will be provided.*

**If we do not receive an adequate response (more than 10 participants) for a particular location we may have to cancel the seminar for that location. If we must cancel the seminar we will contact you at the email address you provide below.**

Return this registration form no later than the deadline for the specific seminar. Please feel free to **make copies of this form for additional attendees.** For questions concerning these seminars contact: Shellie Humphrey, (304) 627-2415, ext. 5119 Email: [lgs@wvsao.gov](mailto:lgs@wvsao.gov)

## County and Municipal Boards & Authorities

**FREE TO ATTEND, BUT YOU MUST REGISTER!**

**ONE NAME PER FORM PLEASE**

Name: \_\_\_\_\_ Board or Authority: \_\_\_\_\_

Email (required): \_\_\_\_\_

Telephone: \_\_\_\_\_ Position/Title: \_\_\_\_\_

ATTN: Rebecca Clise, Admin. Assistant  
B & A Training Seminar

EMAIL TO: [lgs@wvsao.gov](mailto:lgs@wvsao.gov)  
or FAX: 304-340-5090

\_\_\_\_ Bridgeport, Sept. 21      \_\_\_\_ Beckley, Oct. 19  
\_\_\_\_ So. Charleston, Sept. 28      \_\_\_\_ Wheeling, Oct. 27  
\_\_\_\_ Martinsburg, Oct. 5

**IMPORTANT:** If unable to attend after registering, please call 304-627-2415 or email [lgs@wvsao.gov](mailto:lgs@wvsao.gov) to cancel.