

REGISTRATION:

These meetings are being offered to volunteer emergency service personnel free of charge by the Department of the Auditor General. Pre-registration by mail is requested. To pre-register, please complete the form on the reverse side and return to:

**Department of the Auditor General
C/O Firefighters' Relief Association Meetings
406 Finance Building
Harrisburg, PA 17120-0018**

Telephone numbers should be included on the registration form so that registrants may be notified promptly in the event that unforeseen circumstances require meetings to be canceled or rescheduled. You may verify course schedules or make last minute registrations by calling the Bureau of Firefighters' Relief Association Audits at (717) 787-1308 or by emailing us at fire@auditorgen.state.pa.us.

NOTE:

Act 84 provides authorization for relief association officers to be reimbursed from relief association funds for reasonable expenses incurred in attending these meetings.

Department of the Auditor General
C/O Firefighters' Relief Association Meetings
406 Finance Building
Harrisburg, PA 17120-0018



*An informational meeting for Volunteer Firefighters' Relief Associations
conducted by the Bureau of Firefighters' Relief Association Audits*



Department of the Auditor General
**Management
Guidelines**

For Volunteer Firefighters' Relief Associations

Auditor General Jack Wagner

PURPOSE:

The meeting will emphasize proper record-keeping procedures and the general administration of Volunteer Firefighters' Relief Associations. Material presented in the MANAGEMENT GUIDELINES FOR VOLUNTEER FIREFIGHTERS' RELIEF ASSOCIATIONS manual will be reviewed. Also, recent policy changes relating to authorize relief association expenditures will be discussed. Each meeting will emphasize the items of particular interest to those attending.

INSTRUCTORS:

Instruction will be provided by representatives of the Department of the Auditor General, Bureau of Firefighters' Relief Association Audits.

MANUAL DISTRIBUTION:

The new 2010 edition of the Department's Management Guidelines for Volunteer Firefighters Relief Associations manual will be distributed to all meeting participants.

MEETING SCHEDULE:

Class instruction will begin at 7:00 p.m. and last for approximately two hours. Meeting dates and locations are:

<u>Date</u>	<u>Location</u>	<u>County</u>
4/7/2010	Fairview Township Fire Dept. 340 Lewisberry Road New Cumberland, PA	York
4/8/2010	Independent Hose Company 130 Pennsylvania Avenue Jersey Shore, PA	Lycoming
4/14/2010	Bucks Co. Public Safety Training Ctr. 1760 South Easton Road Doylestown, PA	Bucks
4/15/2010	Montgomery Co. Fire Academy 1175 Conshohocken Road Conshohocken, PA	Montgomery
4/21/2010	Hanover Township Vol. Fire Co. 100 Stoke Park Road Bethlehem, PA	Northampton
4/22/2010	Jenkins Township Vol. Fire Dept. 2 Second Street Jenkins Township, PA	Luzerne
4/28/2010	West Lake Vol. Fire Department 3762 West Lake Road Erie, PA	Erie
4/29/2010	Lawrence Hall 321 Mill Road Clearfield, PA	Clearfield
5/5/2010	New Stanton Vol. Fire Dept. 108 S. Main Street New Stanton, PA	Westmoreland

REGISTRATION FORM:

(Detach and mail to: Auditor General, Firefighters' Relief Association Meetings, 406 Finance Building, Harrisburg, PA 17120-0018 or email the following information to fire@auditorgen.state.pa.us).

Please Print or Type

Relief Association Name _____ County _____

Relief Association Mailing Address _____

Date and Location of Meeting Attending _____

Name _____ Telephone No. _____

Name _____ Telephone No. _____

Name _____ Telephone No. _____

Please Return Promptly
OFFICE OF THE AUDITOR GENERAL
AFSCME
PENNSYLVANIA