



Office Professional Training

Mississippi Rural Water Association
5400 N Midway Rd, Raymond, MS 39154-8202
Phone: 1.601.857.2433 Fax: 601.857.2434

June 20, 2018 - Biloxi Civic Center, 578 Howard Avenue, Biloxi, MS 39530

Agenda

- 7:30 Registration & Welcome**
- 8:30 Your Digital Communication Tool Box: Websites, Social Media & Must Have Apps!**
Shannon Farmer & Shelly Howay, Rural Water Impact
- 10:00 Visit Exhibit Hall**
- 11:00 Water Loss Insurance: Kirk Smith, ServLine**
- 12:00 LUNCH - Provided**
- 1:00 Getting Ready for a Health Department Inspection: Amy McLeod, MSDH**
- 2:00 Accounting Policies Record Retention**
Internal Controls Employee Files
Bids & Contracts/Purchasing
Bank Accounts/Check Signatures
Audit
Petty Cash
- 4:00 Adjourn**
- OPTR Credits: Office Mgt-(7); Finance- (4); W/WW (4); Legal- (3); Personnel-(4); Personal-(2)**

Please pre-register a week prior to class date. There is a \$100.00 registration fee for this class.

June 20, 2018-- Biloxi

Name: _____ System/Company: _____

Address: _____

City/State/Zip: _____

Phone/Fax/Email: _____

Send form with payment to MsRWA, 5400 N Midway Rd, Raymond, MS 39154 / Fax: 601.857.2434

For more information call MsRWA at 1.601.857.2433.

