

 Saint Thomas, U.S. Virgin Islands

# Preparing for the Year-End Close - Government

 5 Day In-Person Course



## COURSE DESCRIPTION

This 4-day course (3 mornings only and 1 full day – 20 CE) is geared primarily toward accountants for governmental units who already have a basic knowledge of introductory accounting principles. It focuses on preparing for the year-end close in the governmental funds, specifically, the General Fund. Participants will gain an understanding of the procedures required at year-end to analyze and “close” the books. The course begins with an unadjusted trial balance and works through reconciliations, analysis of standard deferrals and accruals, and the preparation of the financial statements. Note: This course “builds” from each day to the next. Participants should plan to attend the entire course or risk becoming lost because they have skipped a session.



## WHAT YOU WILL LEARN

After successful completion of this course, participants should be able to:

- Understand why adjusting entries are needed and identify the major types of adjusting entries.
- Prepare adjusting entries for prepayments and accruals.
- Perform period-end reconciliations and prepare necessary correcting entries.
- Analyze and prepare entries for interfund transactions, investments, and bad debts.
- Use an adjusted trial balance to prepare financial statements.
- Close the books.
- Understand common financial ratios used in evaluating governmental financial performance.
- Understand basic concepts of internal control as they apply to the accounting cycle and good accounting practice.



## WHO SHOULD ATTEND

This course is designed for accounting personnel from central government finance departments and agencies, and component units.



May 30 – June 2, 2023



20 CPE Credit



In-Person Delivery



On-site St. Thomas  
(TBD), US Virgin Islands



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## \$ TUITION FEES

With funding support from the United States Department of the Interior, Office of Insular Affairs, courses are available free of charge for government accountability professionals within the insular areas. The course fee is waived and there is no cost to register and attend. Professionals who do not meet the above criteria, please contact [info@pitiviti.org](mailto:info@pitiviti.org).

## 📅 COURSE DATE AND TIME

This course will take place from May 30 through June 2, 2023 (US Virgin Islands Time). Specific training times are:

<i>Tuesday - Friday</i>	<i>05/30/2023 – 06/01/2023</i>	<i>8:00 a.m. - 12:00 p.m.</i>
	<i>June 2, 2023</i>	<i>8:00 a.m. - 5:00 p.m.</i>

## 👤 INSTRUCTORS

### Jeanne Yamamura, CPA, MIM, PhD

Dr. Yamamura brings to APIPA more than thirty years of experience in industry and academia. She is licensed as a CPA in California and Nevada. She began as an auditor with Peat, Marwick, Mitchell & Co. (now KPMG) in San Francisco, California, and moved on to work as an Audit Manager for Touche Ross & Co. in the Commonwealth of the N. Marianas. She provided internal audit services for county government and for an international financial services company. She has also worked in a variety of positions ranging from Assistant Controller to Vice President of Finance in the savings and loan industry.

Following the completion of her doctoral studies at WSU, Dr. Yamamura taught accounting information systems and auditing at the University of Nevada Reno (UNR). In 2005, she served as Chairman of the Nevada Society of CPAs, the first academic to hold the position in the organization's 58-year history. In recent years, she has been providing training to island governments throughout Micronesia and the Virgin Islands, teaching students in a sustainable MBA program, and developing content for online MBA programs.

She has written articles appearing in the Journal of Accountancy, the CPA Journal, and the Internal Auditor as well as numerous academic journals. Her research focuses on the management of professionals and includes examination of factors impacting ethical judgments as well as the impact of cultural differences.

Dr. Yamamura received a Master of International Management from Thunderbird, American Graduate School of International Management in Glendale, Arizona, and a Ph.D. in Business Administration - Accounting from Washington State University in Pullman, Washington.

