

2025 BASIC INSTITUTE

APRIL 27 - MAY 2 • COMFORT INN & SUITES • MT. PLEASANT



TRAVELING YOUR ROAD TO SUCCESS

Basic Institute is an Incredible Opportunity

- 1) Learn more about your job and responsibilities.
- 2) Meet and build relationships with others in your field.
- 3) Earn the professional Michigan Certified Professional Treasurer (MiCPT) credential.

Basic Institute is a three year program with a defined curriculum to ensure that no matter when you start, you'll receive the full slate of topics by the time you graduate in your third year.

Attendance

Basic Institute is a prerequisite for the MiCPT and is offered in cooperation with the Association of Public Treasurers of the U.S. & Canada. Attendance at all sessions is mandatory for graduation. For first and second year attendees, this includes orientation on Sunday afternoon at 5:30 pm - third year attendees are welcome but not required to attend orientation. Sessions will be all day Monday through Thursday and a half day on Friday.

Lodging

Basic Institute is held at the Comfort Inn & Suites and Conference Center in Mt. Pleasant. The MMTA group rate for rooms is \$96-\$120/night plus applicable fees and taxes. Make your reservation directly with the hotel by calling 989-772-4000. Reservations must be made by Saturday, April 12 to receive the discounted rate. Rooms are also available at the neighboring Fairfield Inn at the same rates.

Cost and Registration

Basic Institute costs \$599; this covers all sessions, materials, and most meals. Register online at www.MMTA-MI.org to pay with a credit card or by check, attendees must be MMTA members. Registrations received after April 4 will be subject to a \$50 late fee. Cancellations must be received in writing by April 4 for a full refund; requests by April 17 are eligible for a 50% refund. Refunds are subject to board review and a \$25 cancellation fee. Register online at www.MMTA-MI.org.

Training Sessions

- Treasury In A Year - Important Dates & Responsibilities
 - Fund Accounting - GL Basics
 - Banking Service Basics & Case Studies on Avoiding Fraud
 - Concepts of Bank Reconciliation & Why It's Important
 - Investing 101 & the Basics of PA-20
 - Investment Policy Basics & How to Certify Your Policy
 - Capital Improvement Plans for All Types of Communities
 - Latest in Counterfeit and Fraud Threats
 - Identifying and Managing Conflicts of Interest
 - Communicating Treasury's Contribution
 - What Every Public Treasurer Should Know About Budgeting
 - Evolving Office Technology - Tips and Tricks
 - Active Assailant Training
 - Understanding the Five Types of People
 - Communicating with Your Citizens
- Topics Subject to Change*

"I learned something new with each presentation. I have a long list of 'to-dos' going back to the office."

"My favorite part of Basic was the networking and learning how different we are yet also how many of us are in the same boat!"

- 2024 Basic Institute Attendees

