



ARcounties Continuing Education  
1415 West Third St.  
Little Rock, AR 72201  
(501) 372-7550 • Fax: (501) 372-0611

July 19, 2017

## MEMORANDUM

To: Arkansas County Treasurers  
From: Karan Skarda, ACE Program Coordinator  
Re: September 13-15, 2017, Continuing Education Conference

Your Arkansas County Treasurers Continuing Education Board has approved plans for your next continuing education conference to be held Wednesday - Friday, September 13-15, 2017. The conference will be held at The Lodge at Mt. Magazine/Logan County.

To reserve your room, please call the Lodge at 1-877-665-6343 and ask for the Arkansas Treasurers Association rate of \$83.00 per person, plus tax. Breakfast is included in the room rate. Please make reservations now to ensure your group's rate. **The deadline for room reservations at The Lodge at Mt. Magazine is August 14, 2017.**

To register for this conference, please complete the attached registration form. You may also share this information with staff who can benefit from this training. Please complete a registration form for each participant attending the conference. **The deadline for conference registration is September 5, 2017.**

For additional information, feel free to call me at 501-372-7550 or email inquiries to [kskarda@arcounties.org](mailto:kskarda@arcounties.org). I look forward to seeing you in Searcy.

**Reimbursement:** The following expenses will be submitted to the Continuing Education Board for approval. Expenses will be paid from the Treasurer's Continuing Education Fund administered by the Auditor of State's Office. Contact Melanie Jenkins, Auditor of State's Office, at 501-682-5474 for additional information.

### Expenses:

Mileage:	One vehicle per county @ .42 per mile
Room rates:	One room per county at \$83 per person, plus tax
Dinner:	Wednesday, September 13, reimbursed up to \$25 with receipt
Breakfast:	As required, direct billed
Lunch:	As required, direct billed
Dinner:	Thursday, September 14, Association Dinner, non-reimbursable
Breaks:	As required, direct billed
Speaker fees:	Matt Knight;
Audio Visual:	As required, direct billed
Transportation:	As required, direct billed
Incidentals:	As required, direct billed

**REGISTRATION FORM**

**Arkansas County Treasurers Continuing Education Conference  
September 13-15, 2017  
The Lodge at Mount Magazine  
Paris/Logan County**

**Return registration form/forms by September 5, 2017 to:**

Association of Arkansas Counties - ACE Program  
Attn: Karan Skarda - 1415 West Third Street - Little Rock, AR 72201  
501-372-7550 phone 501-372-0611 FAX  
Email: [kskarda@arcounties.org](mailto:kskarda@arcounties.org)

Name (as it should appear on official records): \_\_\_\_\_

Title: \_\_\_\_\_ County: \_\_\_\_\_

Office Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Years in office: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Please complete a registration form for each participant.**

**Thursday, September 14, 2017**

\_\_\_\_ I will attend the Association Dinner

\_\_\_\_ I will bring a guest to the Association Dinner

\_\_\_\_ I will not attend the Association Dinner