



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

July 5, 2019

MEMORANDUM

To: Arkansas County Treasurers
From: Karan Skarda, ACE Program Coordinator
Re: 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 25-27, 2019, at The Lodge at Mt. Magazine, 16878 Highway 309 South, Paris/Logan County.

To reserve your room or cabin, **please call the Lodge at 1-877-665-6343, press 2 and then press 1 and ask for the Arkansas Treasurers group number 43310445. (This number will change in August)** Room rates for accommodations in the Lodge are \$93.00 per person, per room, plus tax. Cabin Rates are based upon the number of sleeping accommodations per cabin. Example: The rate for a one-bedroom cabin with a pull-out sofa is \$93.00 x 2, plus tax and a two-bedroom cabin with a pull-out sofa is \$93 x 3, plus tax. So.... call your closest ACTA friends to share a cabin. Please make reservations now to ensure your group's rate. **The deadline to receive room reservations in this block is August 26, 2019.**

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 13, 2019.**

For additional information, feel free to call me at 501-372-7550 or email inquiries to kskarda@arcounties.org.

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 lodge room or cabin accommodation per county at \$93 per person/accommodation, plus tax
Dinner:	Wednesday, September 25, reimbursed up to \$25 with receipt
Breakfast:	Thursday and Friday, September 26 & 27, direct billed
Lunch:	Thursday, September 26, direct billed
Dinner:	Thursday, September 26, Association Dinner, non-reimbursable
Breaks:	As required, direct billed
Speaker fees:	N/A
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 25-27, 2019
The Lodge at Mount Magazine
Paris/Logan County**

Return registration form/forms by September 13, 2019 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

Name (as it should appear on official records): _____

Title: _____ County: _____

Office Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____

Years in office: _____

Signature: _____

Please complete a registration form for each participant.

Thursday, September 26, 2019

____ **I will attend the Association Dinner**

____ **I will bring a guest to the Association Dinner**

____ **I will not attend the Association Dinner**