DAY ONE - April 9, 2018 **(8 CPE)** (includes Breakfast, Lunch and Breaks)

7:00 – 7:55   **Registration, Continental Breakfast & Networking**

8:00 – 8:05   **Welcome**
- Hector Collazo, Inspector General/Chief Audit Executive, Division of Inspector General Clerk of the Circuit Court and Comptroller, Pinellas County (FL)

8:05 – 9:45   **Making Report Writing a Little Less Painful** (Field of Study: Communications and Marketing)
- Keith Darnell, Adjunct Instructor and Criminal Investigator

Let's be honest: very few people enjoy writing reports. But whether you relish or dread the opportunity to write, a successful auditor must be able to communicate audit results effectively in a written report. This light-hearted training will focus on providing tips and techniques to ensure your reports are clear and professional, including ways to properly write for your particular audience, how to edit reports constructively, and the best ways to present complex information. We will also address common writing mistakes and discuss confusing grammar rules that always make writing a challenge. While it will be great if this session inspires you to enjoy writing, you will certainly enjoy the training and learn ways to improve your reports.

Learning Objectives:
- o   Learn how to edit your own reports and the reports of others.
- o   Learn the correct usage of commonly misunderstood grammar rules.
- o   Learn common writing mistakes and how to correct them.
- o   Learn the importance of considering the audience of a report and how to write for your audience.
- o   Learn visual tools that can help convey complex information.

9:45 – 10:00   **Networking Break**

10:00 – 11:40   **Making Report Writing a Little Less Painful (cont.)**

11:40 – 12:40   **Lunch** (provided)

12:40 – 2:00   **Advanced Interviewing** (Field of Study: Auditing-Governmental)
- Mark Anderson, Anderson Investigative Associates

This one-half day training program will provide the auditor, analyst, evaluator, fraud examiner, investigator, or inspector with tools to conduct more effective interviews, and obtain information that can assist in resolving audits and investigations. In this class, attendees will learn to assess verbal and non-verbal behavior and become more effective at obtaining information in person, as well as, via telephonic contacts. Instruction will consist of non-confrontational interview techniques and how to effectively utilize them during interview scenarios. This instruction is for all types of interviews; and is intended to enable employees to safely and lawfully elicit truthful information from interviewees.

Courses, which include lectures, case studies and interactive exercises, consist of:
- o   Orientation to Advanced Interviewing for Audit Professionals
- o   Behavioral Baselines and Physical and Verbal Behaviors
- o   Minimizing Denials and Handling Interviewee Questions
- o   Advanced Rapport Strategies
- o   Question Types Designed to Maximize Truthful Information

Note: The Syllabi (see HERE) are components of a three or four-day course. In this half day training, the content will be summarized and synopsized for presentation, highlighting the most essential elements of each section. *(Learning objectives listed in Syllabi.)*

2:00 – 2:20   **Networking Break**

2:20 – 4:00   **Advanced Interviewing (cont.)**

DAY TWO - April 10, 2018 (8 CPE) (includes Breakfast, Lunch and Breaks)

7:00 – 8:00   **Registration, Continental Breakfast & Networking**

8:00 – 9:40   **Data Analytics** (Field of Study: Auditing-Governmental)
- Samuel Gallaher, City and County of Denver

Goal of the session: To provide in-depth review of and practice with a range of data analysis techniques that can be used in traditional audit continuous auditing. The session walks participants through real-world projects to provide context and key decision-making requirements of each analysis. Participants will use live data sets during the session to practice describing data with cross tabs and simple visualizations to identify trends, outliers, and relationships. Further, they will practice conducting comparative statistics (i.e. t-tests and correlations) to make statistical inferences. Participants will also practice writing mock scripts and choosing the "right" data analytics tools for different problems. Finally, the session will include discussions on issues such as data access, reliability, fitting analysis into the audit plan, and how to use outputs to inform an audit.

Learning objectives:

- o   Practice using Excel functions and tools including: pivot tables, VLOOKUP, correlation, and t-tests
- o   Basic understanding of correlation and comparative statistics
- o   Practice using visualization in Excel
- o   Basic understanding of regression and example of its use in audit
- o   Basic understanding of scripts to find split contracts, split purchase card transaction, duplicate transactions, and even dollar transactions
- o   Basic understanding of scripts to verify transactions
- o   Basic understanding of scripts to check data reliability
- o   How to use analytical tools to create a randomized sample for test of controls
- o   Basic understanding of using Python, D3, and Power BI to visualize data

- **Intro: Approaching data problems**
  - o   Framing your planning questions around "Inputs, Process, Outputs"
  - o   Components of a data analysis plan (Objective and risk identification analysis)
  - o   Identifying tools to apply to different data to answer specific questions
- **Part 1: Combining data to describe relationships**
  - o   Tool Presentation (Case: Board of Adjustments):
    - ▪   Summarizing, describing data and identifying outliers (PIVOT tables)
    - ▪   Merging data (VLOOKUP)
    - ▪   Cross Tabs (PIVOT)
    - ▪   Creating variables (dummy or metrics from other variables)
    - ▪   Correlation (awareness of spurious relationships) (EXCEL visualization, stats?)
  - o   Tool Workshopping: combining and comparing data (Case: Fire Department data)
    - ▪   Making a data analysis plan
    - ▪   Comparing data to answer a question
    - ▪   Review of actual analysis
  - o   Q/A

9:40 – 10:00   **Networking Break**

- **Part 2: Writings scripts to test controls and other conditions**
  - o   Tool Presentation with examples (Case: Contracts):
    - ▪   Joining data
    - ▪   Defining computed fields
    - ▪   Extracting data with condition
    - ▪   If statements
    - ▪   Logical Checks

11:40 – 12:40   **Lunch** (Provided)

- o Tool Workshopping: writings basic scripts (Case: Pcards)
    - Splits
    - Duplicates
- o Q/A

2:00 – 2:20   Networking Break

- Part 3: Comparing data sets and making causal arguments
    - o Tool presentation
        - Comparing data and making statistical inferences
            - Comparing groups: T-test, F-test
            - Comparing data over time: Time-series, Paired T-Test
        - Data modeling
            - Identifying DV and IV
            - Regression
    - o Tool Workshopping (Fire Department data)
        - Setting up a T-test
            - Review of results
    - o Q/A
- Part 4: Other data tools (high level discussion) and wrap up
    - o Workshopping – selecting the tools for the job
    - o Final Q/A

Training ends at 4:00 p.m.

Registration Information

Registration Type	On or before Mar. 9	On or after Mar. 10
Members – both days	$270	$300
Members – one day	$135	$150
Non-members – both days	$315	$350
Non-members – one day	$157.50	$175

Online registration is available by clicking on the following link: **Register**

Full refunds are available for cancellations on or before March 12. Refunds of 50 percent will be allowed for cancellations on or before March 26. After this date, no refunds will be granted. Substitutions are always permitted. Questions or concerns may be directed to ALGA Member Services, 449 Lewis Hargett Circle, Suite 290, Lexington, KY 40503, (859) 276-0686.

Location:

Florida Botanical Gardens
12520 Ulmerton Road
Largo, FL 33774
(727) 582-2100

Parking: Free parking is available at the training facility.

Accommodations: We have not blocked a set of hotel sleeping rooms for this training; however, here are options of hotels nearby:

Clearwater Beach Marriott
1201 Gulf Blvd.
Clearwater, FL 33767
(727) 596-1100

Hilton Clearwater Beach Hotel
400 Mandalay Ave.
Clearwater, FL 33767
(866) 460-7456

Hampton Inn and Suites
100 East Bay Drive
Largo, FL 33770
(727) 585-3333

CPE: 16 total CPE will be offered over two days

Attendance Policy: In order to obtain CPE credit for the session(s) that is attended, attendees will be required to submit attendance codes announced during the sessions to verify their attendance.

Level of Knowledge: Overview. All levels of government auditors from director to entry level staff are encouraged to attend.

Delivery Method: Group-Live

Advance Preparation/Education Prerequisites: No advance preparation or prerequisites are required. This is a paperless training, and electronic training materials will be available for download or printing prior to the training on the ALGA website. WiFi will be available onsite, but participants may wish to download and/or print materials prior to the event.

The Association of Local Government Auditors is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org.