

SC Business Licensing Officials Association SC Municipal Finance Officers, Clerks and Treasurers Association

1411 Gervais Street | PO Box 12109 | Columbia, South Carolina 29211
803.799.9574 | Fax: 803.933.1299
www.masc.sc (keyword: BLOA or MFOCTA)

CERTIFICATE OF ATTENDANCE FOR CPE HOURS

Sponsors: SC Municipal Finance Officers, Clerks and Treasurers Association and
SC Business Licensing Officials Association

Program Name: MFOCTA/BLOA Joint Annual Academy

Date and Time: Tuesday, October 25 – Friday, October 28, 2022

Location: Crowne Plaza North Augusta, North Augusta, SC

This program may qualify for up to 13.5 Continuing Professional Education Hours (CPE).

MASC has reviewed the Statement on Standards for CPE Programs (Section 300, Standard 1 – 18) and believes that these sessions meet the requirements of the Standard. MASC has not registered with the National Association of State Boards of Accountancy (NASA) or any other group. It is the attendees' responsibility to determine (Section 200, Standard No. 4) if the sessions qualify as noted below.

Standard No. 4 – “CPAs may participate in a variety of sponsored learning activities, such as workshops, seminars and conferences, self-study courses, Internet-based programs, and independent study. While CPE program sponsors make a determination of credits, CPAs are obligated to claim credit only for activities through which they maintained or improved their competencies. CPAs who participate in only part of a program should claim CPE credit only for the portion they attended or completed.”

SPONSOR INFORMATION

Kailin Bethel
Administrative Assistant
Municipal Association of SC


Sponsor Representative Signature

TO BE COMPLETED BY ATTENDEE

By signing below, I certify that I attended the activity described above and am entitled to claim Continuing Professional Education Hours (CPE) _____ hours based on a 50-minute hour.*

Name (print)

Signature and Date

Job Title

Organization

*In accordance with the SC State Board of Accountancy, should you either arrive late or leave any session early, your CPE credit hours must be adjusted accordingly; round down to the nearest half hour. Only 8 hours of Personal Development may be claimed annually.

Return completed form to the Registration Desk.

2022 MFOCTA/BLOA Joint Academy

Tuesday, October 25

☐ **1:30 – 2:30 p.m. Business License Confusion – Brokers and Agents** CPE: 1 hour (Business Law)
Caitlin Cothran, MBL, Manager for Local Revenue Services, Municipal Association of SC

Evaluation	Excellent	Very Good	Good	Fair	Poor
Program materials were accurate, relevant and contributed to the achievement of the learning objectives.					
Time allotted to the learning activity was appropriate.					
Instructor(s) was effective.					
Facilities and/or technological equipment were appropriate.					
If applicable, handout materials were satisfactory.					
If applicable, audio and video materials were effective.					

☐ **2:45 – 4:00 p.m. Keeping Up With Short-term Rentals** CPE: 1.5 hour (Specialized Knowledge)
Barbara Wooster, MBL, Revenue Customer Service Manager, Town of Hilton Head Island

Evaluation	Excellent	Very Good	Good	Fair	Poor
Program materials were accurate, relevant and contributed to the achievement of the learning objectives.					
Time allotted to the learning activity was appropriate.					
Instructor(s) was effective.					
Facilities and/or technological equipment were appropriate.					
If applicable, handout materials were satisfactory.					
If applicable, audio and video materials were effective.					

Wednesday, October 26

☐ **9:00 – 10:00 a.m. Answers to Your Questions on Setting up the Local Business License Renewal Center** CPE: 1 hour (Computer Software and Applications)
Caitlin Cothran, MBL, Municipal Association of SC
Fran Adcock, MBL, Municipal Association of SC

Evaluation	Excellent	Very Good	Good	Fair	Poor
Program materials were accurate, relevant and contributed to the achievement of the learning objectives.					
Time allotted to the learning activity was appropriate.					
Instructor(s) was effective.					
Facilities and/or technological equipment were appropriate.					
If applicable, handout materials were satisfactory.					
If applicable, audio and video materials were effective.					

☐ **10:15 – 11:15 a.m. What's the process?** CPE: 1 hour (Business Law)
C.D. Rhodes, Member, Pope Flynn Group
Sara Weathers, Associate, Pope Flynn Group

Evaluation	Excellent	Very Good	Good	Fair	Poor
Program materials were accurate, relevant and contributed to the achievement of the learning objectives.					
Time allotted to the learning activity was appropriate.					
Instructor(s) was effective.					
Facilities and/or technological equipment were appropriate.					
If applicable, handout materials were satisfactory.					
If applicable, audio and video materials were effective.					

☐ **1:45 – 3:00 p.m. A Deep Dive into the SC Freedom of Information Act** CPE: 1 hour (Business Law)
Eric Shytle, General Counsel, Municipal Association of SC

Evaluation	Excellent	Very Good	Good	Fair	Poor
Program materials were accurate, relevant and contributed to the achievement of the learning objectives.					
Time allotted to the learning activity was appropriate.					
Instructor(s) was effective.					
Facilities and/or technological equipment were appropriate.					
If applicable, handout materials were satisfactory.					
If applicable, audio and video materials were effective.					

2022 MFOCTA/BLOA Joint Academy

3:15 – 5:15 p.m.

Riverside Village Development

CPE: 2 hours (Economics)

Rachelle Moody, Assistant City Administrator, City of North Augusta

Evaluation	Excellent	Very Good	Good	Fair	Poor
Program materials were accurate, relevant and contributed to the achievement of the learning objectives.					
Time allotted to the learning activity was appropriate.					
Instructor(s) was effective.					
Facilities and/or technological equipment were appropriate.					
If applicable, handout materials were satisfactory.					
If applicable, audio and video materials were effective.					

Thursday, October 27

9:00 – 11:00 a.m.

Finders Keepers

CPE: 2 hours (Personnel/Human Resources)

Shellie Haroski, Find Great People, LLC

Evaluation	Excellent	Very Good	Good	Fair	Poor
Program materials were accurate, relevant and contributed to the achievement of the learning objectives.					
Time allotted to the learning activity was appropriate.					
Instructor(s) was effective.					
Facilities and/or technological equipment were appropriate.					
If applicable, handout materials were satisfactory.					
If applicable, audio and video materials were effective.					

11:15 a.m. – noon

Legislative Outlook and What It Means for Your City

CPE: 0.5 hour (Business Law)

Scott Slatton, Director of Advocacy and Communications, Municipal Association of SC

Evaluation	Excellent	Very Good	Good	Fair	Poor
Program materials were accurate, relevant and contributed to the achievement of the learning objectives.					
Time allotted to the learning activity was appropriate.					
Instructor(s) was effective.					
Facilities and/or technological equipment were appropriate.					
If applicable, handout materials were satisfactory.					
If applicable, audio and video materials were effective.					

***1:15 p.m. – 2:15 p.m.**

Breakout Session: What is a Single Audit, and How Do I Prepare?

Larry Finney, Partner, Greene, Finney, Cauley, LLP

CPE: 1 hour (Accounting - Governmental)

Evaluation	Excellent	Very Good	Good	Fair	Poor
Program materials were accurate, relevant and contributed to the achievement of the learning objectives.					
Time allotted to the learning activity was appropriate.					
Instructor(s) was effective.					
Facilities and/or technological equipment were appropriate.					
If applicable, handout materials were satisfactory.					
If applicable, audio and video materials were effective.					

***2:30 – 3:30 p.m.**

Breakout Session: What State-funded Grants Are Available? *CPE: 1 hour (Finance)*

Jackie Mack, Special Projects Director, SC Rural Infrastructure Authority

Evaluation	Excellent	Very Good	Good	Fair	Poor
Program materials were accurate, relevant and contributed to the achievement of the learning objectives.					
Time allotted to the learning activity was appropriate.					
Instructor(s) was effective.					
Facilities and/or technological equipment were appropriate.					
If applicable, handout materials were satisfactory.					
If applicable, audio and video materials were effective.					

2022 MFOCTA/BLOA Joint Academy

Friday, October 28

9:00 – 10:00 a.m. Swap Shop on Budgeting, Internal Controls and Best Practices

CPE: 1 hour (Finance)

Evaluation	Excellent	Very Good	Good	Fair	Poor
Program materials were accurate, relevant and contributed to the achievement of the learning objectives.					
Time allotted to the learning activity was appropriate.					
Instructor(s) was effective.					
Facilities and/or technological equipment were appropriate.					
If applicable, handout materials were satisfactory.					
If applicable, audio and video materials were effective.					

Enter the total credit hours claimed. (Total credit hours offered is 13.5 hours)

****Should you either arrive late or leave any session early, your CPE credit hours MUST be adjusted accordingly. Round down to the nearest half hour. Only 8 hours of Personal Development may be may be claimed annually.**

Comments:[illegible]

Return to the Registration Desk