

AGENDA | February 11th, 2026



TRACK 1

- 7:00 AM **Breakfast**
- 8:00 AM **Welcome**
- 8:30 AM **FINANCE**
Bank Reconciliations
Locating discrepancies and proven techniques to bring accounts back into alignment
- 9:30 AM **Break**
- 9:45 AM **FINANCE**
Treasurer's Reports
Interpreting reports, recognizing when accounts are unbalanced, and taking corrective actions
- 10:45 AM **Break**
- 11:00 AM **FINANCE**
Accounts Payable
Handling stop payments, correcting check numbers, and determining when to void or adjust transactions
- 12:00 PM **Lunch**
- 1:00 PM **PAYROLL**
Reviewing Payroll & Special Checks
Best practices for reviewing payroll runs and handling special paychecks
- 2:00 PM **Break**
- 2:15 PM **PAYROLL**
Earning Items, Benefits, & Deductions
Configuring and verifying earning items, benefits, and deductions
- 3:15 PM **Break**
- 3:30 PM **PAYROLL**
Pay Corrections
Common mistakes and real-world examples of errors seen in support cases.
- 4:30 PM **Break**
- 5:00 PM **Reception**

TRACK 2

- 7:00 AM **Breakfast**
- 8:00 AM **Welcome**
- 8:30 AM **PAYROLL**
Reviewing Payroll & Special Checks
Best practices for reviewing payroll runs and handling special paychecks
- 9:30 AM **Break**
- 9:45 AM **PAYROLL**
Earning Items, Benefits, & Deductions
Configuring and verifying earning items, benefits, and deductions
- 10:45 AM **Break**
- 11:00 AM **PAYROLL**
Pay Corrections
Common mistakes and real-world examples of errors seen in support cases.
- 12:00 PM **Lunch**
- 1:00 PM **FINANCE**
Bank Reconciliations
Locating discrepancies and proven techniques to bring accounts back into alignment
- 2:00 PM **Break**
- 2:15 PM **FINANCE**
Treasurer's Reports
Interpreting reports, recognizing when accounts are unbalanced, and taking corrective actions
- 3:15 PM **Break**
- 3:30 PM **FINANCE**
Accounts Payable
Handling stop payments, correcting check numbers, and determining when to void or adjust transactions
- 4:30 PM **Break**
- 5:00 PM **Reception**

AGENDA | February 12th, 2026



TRACK 1

- 7:00 AM **Breakfast**
- 8:00 AM **Welcome**
- 8:30 AM **PAYMENTS**
Xpress Bill Pay
Streamlining payments and improving customer convenience with Xpress Bill Pay
- 9:30 AM **Break**
- 9:45 AM **UTILITY BILLING**
Owner/Tenant Accounts & Collection Processing
Best practices for managing owner/tenant accounts and handling collections efficiently
- 10:45 AM **Break**
- 11:00 AM **UTILITY BILLING**
Collection Processing
Understanding collection workflows to simplify processing and improve accuracy
- 12:00 PM **CASH RECEIPTING**
Earning Items, Benefits, & Deductions
Understand the correct steps to close your day accurately after reopening
- 1:00 PM **End**

TRACK 2

- 7:00 AM **Breakfast**
- 8:00 AM **Welcome**
- 8:30 AM **PAYROLL**
Round Table
Discuss payroll challenges, share insights, and exchange best practices
- 9:30 AM **Break**
- 9:45 AM **FINANCE**
Round Table
Share methods for simplifying fiscal processes, improving accuracy, and optimizing finance workflows
- 10:45 AM **Break**
- 11:00 AM **SAO's Internal Control Insights Exchange**
Join this collaborative forum facilitated by the Office of the Washington State Auditor (SAO). A local government financial operations expert from the Center for Government Innovation, a service of SAO, will answer your questions about internal controls while you learn about resources and best practices that help you build safeguards to protect your organization from common fraud risks.
Bio:
Debbie Pennick, CPA, is the Assistant Director with the Center for Government Innovation, a service of the Office of the Washington State Auditor. Debbie's passion for helping local governments thrive comes from her 30 plus years of experience as an auditor, eastern Washington audit manager, and subject matter expert in government financial operations. She now guides a team of experts in providing training, technical assistance and resources that help governments improve processes and cybersecurity, strengthen teams, monitor finances, and manage their day-to-day business.
- 1:00 PM **End**

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