

DATE: November 16, 2005

TO: Agency Addressed (No. 09, 2005-06)

FROM: Douglas A. Darling, Director
Division of Accounting & Auditing
Department of Financial Services

SUBJECT: CONTRACT AND GRANT MANAGER TRAINING

The Bureau of Auditing continues to provide Contract and Grant Manager training to State agency personnel. We are pleased to announce the Advancing Accountability Class for 2006. Best Practices are presented for crucial areas of the contract and grant administration process. Emphasis is placed on areas of weakness revealed through expanded pre-audits and post-audits conducted by the Bureau.

The training, **Advancing Accountability**, was developed in the “train the trainer” format and consists of seven crucial elements: Planning, Procurement/Selection, Price/Cost Analyses, Agreements, Monitoring, Payments and Close Out. Key agency contract/grant managers and those who are responsible for establishing policies and procedures for the administration of contract and grants are strongly encouraged to attend.

A training session will be conducted each month as follows: January 11, February 08, March 08, April 12, May 10, June 07, July 12, August 09, September 13, October 11, November 01, and December 06, 2006. The training will be conducted at the Betty Easley Conference Center, 4075 Esplanade Way, Tallahassee, Florida 32399, from 9:00 AM - 4:00 PM. Employees may register for a class by contacting Suzette Harris at 850- 413-5740, Suncom 293-5740 or Suzette.Harris@fldfs.com.