

Vision Professional Services

Invest
In Your
Team.

YOUR MOST **VALUABLE ASSET** IS YOUR EMPLOYEES.

“The on-site training was great! Within two days I was able to navigate my way through the program and understand what I was doing. Purchasing this software was a great investment for the city and made my job so much easier and efficient.”

Kerri Wilson
Clerk-Treasurer
City of Pateros

Vision
PS

Training, Support and Installation
visionms.net
509.315.8845



Audit Preparation

Whether you are having an accountability, financial statement, or federal single audit we can provide the tools, training and pre-audit assistance to make your audit successful.

New Employee Training

Training tailored for your needs; whether you have a new Clerk/Treasurer requiring a full understanding of the duties of the position, or support staff with more focused responsibilities.

Budget Training

The basics of budgeting for new officials and staff, or we can provide advanced budget training for concepts such as fiscal sustainability, budgeting with priorities, or performance measurement.

Grant Management

Customized to fit your specific needs. Training includes how to maintain project files, completion of reporting schedules such as SEFA (Schedule 16), and managing a Federal A-133 grant or loan project.

Financial Reporting

Tailored to meet your reporting needs, we can provide you with training and tools to prepare your annual report, or we can review your report to ensure accuracy and compliance with reporting requirements. Another option is to let us prepare the annual financial report for you. Multiple options, pick the one that best meets your current needs.

Internal Control Training and Evaluation

Analysis of internal controls to ensure the safeguarding of public assets and accuracy of financials being presented to management. Start with an evaluation, especially if you are unsure of your current procedures.

Payroll

A complete review of the payroll process from mandatory compliance issues such as social security and labor and industries; or benefit packages such as medical, retirement plans, and deferred compensation options. Overview of taxable and nontaxable wages, benefits, and employee travel is key to avoiding compliance problems.

Elected Officials Training

Training for newly elected Mayors and Council members with an emphasis on understanding governmental accounting, financial reports, and the budgeting process.

Regional Workshops

Vision PS will be providing regional workshops that will focus on emerging issues and the latest reporting and accounting requirements. These workshops will be located geographically to minimize your travel time and reduce your training costs. The objective is to provide you with the best possible training in the most cost efficient manner.

Toni Nelson

Director of Professional Services

Over 20 years of governmental accounting and city administration experience. Toni worked as the Clerk/Treasurer in the Town of Twisp and moved on to the Washington State Auditor's Office where for the past 11 years she was the Small Cities Assistance program, providing training and assistance statewide. Her skills are unique in our industry and will ensure that your training needs will be met.



Craig Lodgard

Managing Member - Professional Services

Over 20 years of software training, support, and installation experience in the municipal government and special district industry makes Craig the expert to fulfill your professional service needs.



"I can't emphasize it enough how important having the information at our finger tips is in making financial decisions. Their willingness to work with each entity to get financials and payroll working correctly is amazing. I love the on-line help. We matter and it shows."

Susan P. Pearson
Clerk-Treasurer
City of Wapato

**Contact us now for a consultation and training proposal.
We will tailor our programs to fit your training needs.**

ps@visionms.net



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