

Monday, October 19th
and
Tuesday, October 20th

16 TOTAL HOURS
OF CPE!

INSTRUCTOR
J. Michael Inzina, CPA, CGFM

The University of Texas at Tyler
Robert R. Muntz Library
4th Floor
3900 University Boulevard
Tyler, Texas

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East Texas Chapter
Texas Society of
Certified Public Accountants
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Texas Society of Certified
Public Accountants
East Texas Chapter
P.O. Box 5100
Tyler, Texas 75712

**Register online @ etcpa.org (no PayPal account
necessary) or return completed form with payment to:**

East Texas Chapter TSCPA
P.O. Box 5100
Tyler, Texas 75712

Direct questions to Ann Tague at 903-526-1040
Registration & Cancellation Deadline: Monday, October 12, 2009

Name _____
Phone _____
Address _____
City/State/Zip _____

CHECK ONE:

- ETCTSCPA Members \$250 One Course
 Non-Members \$350 One Course

If only registering for one course, specify which day:

Monday Tuesday

- ETCTSCPA Members \$450 Both Courses
 Non-Members \$550 Both Courses

J. Michael Inzina, CPA
President and CEO of ALTEC

Audit, Litigation, Training and Efficiency Consulting, Inc.

J. Michael Inzina is a native of Monroe, Louisiana. He has over thirty years in public practice experience, concentrated in governments and nonprofit organizations. He contributed to the GASB Statement 34 *Implementation Guide*, AICPA Statement of Position 98-3, the industry audit and accounting guide *Audits of State and Local Governmental Units*, the AICPA Practice Aid to SAS 99 (fraud) and assisted in revisions to the Louisiana Governmental Audit Guide and in drafting state legislation affecting governmental accounting and auditing requirements. He has served as technical consultant and instructor for the Louisiana Division of Administration (Office of Community Development), and as consultant to the Louisiana Department of Education. Mike frequently appears as moderator and panelist on the *Accountants CPE Network*.

In over twenty years as an author and discussion leader, Mike has been named twelve times as an Outstanding Discussion Leader by the American Institute of CPAs and the Louisiana, South Carolina and West Virginia state societies. He received a Special Recognition Award from the Society of Louisiana CPAs Board of Directors for his contributions to continuing education in 1994, and was awarded the 2001 National Education and Training Award from the Association of Government Accountants.

(Visit www.altec-usa.com
for complete speaker biography.)

MONDAY, OCTOBER 19TH
NEW FOR 2009!
AUDIT DOCUMENTATION
(8 hours)

Course Description: An overview of the requirements of the revised SAS 103, Audit Documentation, including a review of every reference to documentation throughout the auditing standards. The course addresses documentation by engagement phase.

Topics covered include documentation of:

- The understanding of the entity and its environment
- The understanding of internal control
- Inquiries of management and others
- The assessment of the risk material misstatement
- Analytical procedures – preliminary, substantive and final
- Substantive tests of significant audit areas – assets, liabilities, revenues and expenses
- Wrap-up procedures

Also included is a section on being litigation-conscious — keeping potentially damaging information out of the documentation, a documentation review checklist, and other useful forms.

Experience/Prerequisites: Basic to advanced level of auditing experience.

Who should attend: Partners and managers responsible for planning and supervision of engagements; staff persons responsible for engagement documentation.

Recommended CPE credit: 8 hours

Please note:
There will be a Chapter Meeting at noon on Monday, October 19th.

TUESDAY, OCTOBER 20TH
COMPLETELY NEW FOR 2009!
REINVENTING YOUR AUDIT PRACTICE
Applying the Risk-Based Approach (8 hours)

Course Description: *Reinventing Your Audit Practice* is designed to assist firms in implementing the risk-based approach required by SAS 104-111. It includes detailed coverage of the risk assessment standards and follows the risk-based approach from engagement letter to audit plan. Topics covered include:

- Introduction to the risk-based approach
- Gathering information
- Identifying and assessing significant risks
- Responding to significant risks
- Evaluating the evidence
- Applying effective analytical procedures
- Concluding the fieldwork
- Internal control related matters

Experience/Prerequisites: Intermediate to advanced level of auditing experience.

Who should attend: Partners and managers responsible for planning and supervision of audit engagements; audit staff required to implement the risk-based approach.

Recommended CPE credit: 8 hours

Monday & Tuesday Schedule:

7:45 a.m.	Registration / Breakfast
8:10 a.m.	Welcome / Introduction
8:30 a.m.	Class Begins
10:15-10:30 a.m.	Morning Break
12:00-12:50 p.m.	Lunch
12:50 p.m.	Resume Class
2:30-2:45 p.m.	Break
4:30 p.m.	Adjourn

Breakfast and lunch will be provided and are included in registration fee.