Monday, November 15, 2004

4:00 p.m. Hotel Check In Available
4:00 - 6:00 p.m. Registration *(Hotel Lobby)*

Tuesday, November 16, 2004

7:30 - 9:00 a.m. Continental Breakfast *(Lower Level Lounge)*
8:00 - 9:00 a.m. Registration *(Outside Washington Lecture Hall)*

General Sessions *(Washington Lecture Hall)*:

9:00 - 9:10 a.m. Introduction
9:10 - 10:00 a.m. Higher Education Update
                   Mr. Dwight Shelton
                   Vice President for Budget and Financial Management
                   Virginia Tech

10:00 - 10:20 a.m. Break

10:20 a.m. - 12:00 p.m. Mastering Self-Leadership
                        Dr. Christopher P. Neck
                        Associate Professor of Management
                        Virginia Tech

12:00 - 1:30 p.m. Lunch *(Roanoke Ballroom B)*

Concurrent Sessions:

1:30 - 2:20 p.m.
   A) Bursar E-Commerce *(Washington Lecture Hall)*
   B) International Taxes Roundtable *(Harrison/Tyler)*
   C) Financial Statement Development-Cash to Accrual* *(Wilson)*
   D) eVA Roundtable *(Monroe)*

2:30 - 3:20 p.m.
   E) Bursar’s Roundtable* *(Wilson)*
   F) Small Purchase Charge Card Program *(Washington Lecture Hall)*
   G) Study Abroad Issues *(Harrison/Tyler)*
   H) Endowment Management *(Monroe)*

3:20 - 3:35 p.m. Break

3:35 - 4:25 p.m.
   I) Bursar’s Roundtable* *(Wilson)*
   J) Training for Users?....What is That? *(Washington Lecture Hall)*
   K) Banner Birds of a Feather *(Monroe)*

4:30 - 5:00 p.m. Primary Reps Meeting *(Harrison/Tyler)*
Tuesday, November 16, 2004

5:15 - 6:00 p.m. Reception (Crystal Prefunction Foyer)
6:00 - 6:45p.m. Dinner (Crystal Ballroom)
6:45 - 7:15p.m. So it’s your Job – Lighten Up
Dr. Jerry Via
Assistant Dean College of Science
Virginia Tech

Wednesday, November 17, 2004

7:15 - 8:30 a.m. Continental Breakfast (Lower Level Lounge)

Concurrent Sessions:

8:30 - 9:20 a.m. L) Ethics for CPAs (Wilson)
M) Management Reporting (Washington Lecture Hall)
N) Multi-State Payroll Tax Issues (Monroe)

9:30 - 10:20 a.m. O) Ethics for CPAs (Wilson)
P) Payroll Roundtable* (Harrison/Tyler)
Q) Grants Management Roundtable (Monroe)
R) Accounts Payable Roundtable* (Washington Lecture Hall)

10:20 - 10:50 a.m. Break

General Session:

10:50 - 11:40 a.m. Auditor of Public Accounts Update (Washington Lecture Hall)
Mr. William H. Cole
Deputy Auditor

11:40 a.m. - 12:00 p.m. Wrap-up Session

*Open to FOCUS members only