



**Memorandum**

To: Business Managers  
University Accounting Personnel

From: Catherine Buria, Training Specialist

Date: January 15, 2014

Re: February UNC-CH CPE Workshop

The Finance Division of the University of North Carolina at Chapel Hill will host the February UNC-CH continuing professional education (CPE) workshop featuring two topics entitled “Accounts Payable Fraud” and “People – Hiring, Managing, and Motivating” on February 11, 2014, from 1:00 p.m. – 5:00 p.m., with registration starting at 12:30 p.m., at Toy Lounge in Dey Hall. This event is open to the UNC-Chapel Hill community. You are encouraged to register early. Please see the agenda below. This course provides four (4) CPE credits.

The fee for the event is \$35. Unfortunately, we are unable to refund registration fees regardless of time of cancellation notification. Soda and water will be provided.

To register and make arrangements for payment, please go to our [UNC-CH Event Registration](#) site. Browse by Sponsor name “Finance Training,” and then click on the CPE class. Registration will close on February 5, 2014, or as soon as the session is full. Your registration will be confirmed by e-mail.

To find directions or parking information, please go to [Toy Lounge map and directions](#). If you have any questions, please contact Catherine Buria at (919) 843-6719 or e-mail [financetrainer@unc.edu](mailto:financetrainer@unc.edu).

We look forward to your participation.

**UNC-CH CPE Workshop: AP Fraud & People**

**February 11, 2014  
at**

**Dey Hall**

**Toy Lounge**

**This workshop is open to the faculty and staff of UNC Chapel Hill community.  
Four (4) credits of CPE will be offered to NC CPAs.**

**Course Schedule and Agenda**

<b>Registration Sign In:</b>	<b>12:30 pm to 12:45 pm</b>
<b>CPE: Accounts Payable Fraud 1:00pm to 3:00pm</b>	
<b>CPE: People – Hiring, Managing, and Motivating</b>	<b>3:00pm to 5:00pm</b>

**Course Objectives**

**Accounts Payable Fraud**

- The Triangle
- Who
- Shell companies
- Phony Invoices
- Unauthorized Purchases
- Vendor Schemes
- Theft
- P Cards
- Check Fraud
- ACH Fraud
- T&E
- Vendor Master Files
- Payroll fraud

- Appendix
- Anti – Fraud controls

### **People – Hiring, Managing, and Motivating**

- Communication
- Get 51% moving in one direction
- Company structure and communication between departments
- Difficult people
- Listen first
- Inspire
- Hire
- Interviewing
- Praise effort / Reward actual results
- Pay and Benefits

### **Bernie Brown**

(bio information provided by Bernie Brown)

Bernie Brown, The Power of We's CEO, has over 25 years' experience advising companies in CFO and VP of Treasury roles for both public companies and family-owned businesses. A Delaware licensed CPA, Bernie has worked with companies experiencing fast growth, reorganization, recapitalization, acquisition and divestiture. During his career, he has acquired extensive experience in forecasting, budgeting, strategic planning, and building banking relationships, and capital and cash management.

Bernie now runs his own consulting company that helps small to midsize organizations improve their financial performance, forecasting, internal controls, and cash management. He has helped organization improve efficiencies through information selection and implementation processes. He also helps bring management teams together through team building and financial education sessions. He also currently works for Loscalzo & Associates teaching CPE across 37 states in such programs as How to run a more efficient Accounting department, Fraud techniques, the latest in GAAP and Disclosure issues as well as Revenue recognition and lease accounting.

A graduate of Penn State University, Bernie is frequently asked to speak to a variety of professional, civic and educational groups.

