



CERTIFIED CONNECTICUT MUNICIPAL
COLLECTORS' COMMITTEE

John Rainaldi, CCMC, CCMA II, Manchester
Denise Talbot, CCMC, Glastonbury
William L. Donlin, CCMC, Cheshire
Patricia Moisio, CCMC, Redding
Lisa A. Biagiarelli, CCMC, Norwalk
David Kluczowski, CCMC, Fairfield
Jennifer L. Gauthier, CCMA II, OPM

February 18, 2021

RE: Fraud Prevention and Internal Controls Workshop, Saturday March 13, 2021

In order to provide more opportunities for continuing education hours to tax collectors, the CCMC Committee will offer a workshop on Saturday, March 13, 2021, a time that will not interfere with office operations.

Lisa Biagiarelli will present a five-hour workshop on Internal Controls.

This will be offered via gotomeeting.com from 10:00 AM to 3:30 PM. There will be a lunch break. The cost of this workshop is \$25.00. Participants must register by Friday, March 12, 2021 at 4:30 PM. A registration form is attached.

Sincerely,

John Rainaldi
CCMC Committee Chair

**REGISTRATION FORM
CCMC WORKSHOP
FRAUD PREVENION AND INTERNAL CONTROLS BY LISA BIAGIARELLI**

This workshop is approved for 5.00 hours of CCMC Continuing Education Credit

This workshop will be available through gotomeeting.com.

Login information will be sent to all participants after registration is complete.

PLEASE BE SURE TO RETURN THIS FORM WITH PAYMENT, please print legibly

Participant Name: _____

Department & Position: _____

Municipality: _____

Complete Mailing Address: _____

Daytime Phone Number: _____

Email Address Must be provided: _____

Please make your **\$25.00** check payable to: CCMC Certification Committee.

You may email your course registration form to: ccmcchair@gmail.com

You may fax your course registration to: CCMC Committee, 860-647-3099

You may mail your registration form and payment to:

Lisa Madden
Clerk, CCMC Committee
c/o Town of Somers
600 Main Street
Somers, CT 06071