

# MANDATORY TREASURER TRAINING

## WHAT IS THIS TRAINING?

In 2025, the Arkansas Legislature enacted Act 671, which requires all municipal treasurers to complete a **mandatory eight-hour training course**. The training is a one-time requirement and does not include a test. Individuals serving as municipal treasurers on July 1, 2026, must complete the training by December 31, 2026. All others have 180 days (six months) from the date they assume office or begin performing treasurer duties to fulfill the requirement.

## WHO MUST ATTEND?

The municipality's primary financial officer—whether the treasurer, finance director or any other individual responsible for financial policies, procedures and audit preparation—must complete the training. This requirement applies equally to both elected and appointed officials. Only one official from each municipality is required to attend, although any with the financial responsibilities are welcome to participate in the free training. Completing the training is a one-time requirement.

## WHO IS CONDUCTING THE TRAINING?

The course was developed by the Arkansas Municipal League in conjunction with Arkansas Legislative Audit (ALA). The League will provide the training, track its completion and notify ALA of individuals who complete the course.

The training is provided free of charge, with instruction led by League and ALA staff as well as experienced treasurers.

## TRAINING CONTENT

- Core Concepts
- Budgets
- Fund Accounting
- Revenue
- Internal Controls
- Fixed Assets
- Payroll
- Audits
- Revenue
- Ethics

## COURSE AVAILABILITY

**Wednesday, May 27, 2 p.m. & Tuesday, June 23, 2 p.m.** General briefing sessions via a webinar on the MTT and how to use the ACE Hub. This does not count toward the eight hour modules, but merely explains the law requiring the trainings, how to use the ACE HUB and other means of taking the trainings.

## IN PERSON OPTIONS:

**June 17-19, 2026**, at Convention 92 for registered attendees. Registration is open at [register.arml.org](http://register.arml.org).

**December 10, 2026**, at League headquarters in downtown North Little Rock. (Free)

## VIRTUAL OPTIONS: TWO FORMATS

**June 23, 2026:** On-demand training is available through the League's ACE Hub to watch at any time.

Starting **Tuesday, August 4, 2026:** Eight weekly one- to two-hour webinar presentations with question-and-answer sessions following. More information on these sessions will be available soon.

It is also permissible to combine formats. For example, attending some of the in-person sessions and completing the remainder through on-demand modules. Any combination is acceptable as long as one participant from each municipality completes the full nine training modules within the applicable time frame.

**Email [askmtt@arml.org](mailto:askmtt@arml.org) for more information.**

## MANDATORY TREASURER TRAINING OFFERED AT CONVENTION

92

These mandatory courses will be offered in person on **June 17 and 18** during Convention 92 and registration is open at [register.arml.org](https://register.arml.org).

### WEDNESDAY, JUNE 17

#### **1:30 p.m.-3:10 p.m. Module 3: Fund Accounting | Caraway Room**

Dive into the essentials and purpose of fund accounting. Learn the types of municipal funds and the rules for using and documenting them.

### THURSDAY, JUNE 18

#### **10:30 a.m.-11:50 a.m. Modules 1, 2 & 5: Core Concepts, Budgets and Internal Controls | Governor's Hall IV**

Gain a strong foundation in this session covering municipal finance core concepts, budgeting and internal controls. Learn about key laws, responsibilities and the basic accounting principles that guide public sector decision making.

#### **1 p.m.-2:20 p.m. Module 4: Revenue | Caraway Room**

Explore how municipalities collect, manage and safeguard their revenue. Examine major revenue sources and learn the proper procedures for securely handling, recording and reconciling cash, card transactions and bank activity.

#### **2:30 p.m.-3:45 p.m. Module 6 & 7: Fixed Assets & Payroll | Caraway Room**

Get a clear overview of fixed asset requirements and municipal payroll in this combined session. Learn key terms, statutory obligations and recommended policies and how to maintain complete, accurate asset listings including those tied to grant funds.

#### **3:55 p.m.-5 p.m. Modules 8 & 9: Audits & Ethics | Caraway Room**

Explore the essentials of audits and the ethical standards that guide municipal finance in this combined session. Learn the audit process, key roles and timelines, how to interpret findings, and best practices that help prevent common issues.

**Caran Curry, Interim Director of  
Education & Senior Grants Counsel**

☎ 501.517.0416

✉ [ccurry@arml.org](mailto:ccurry@arml.org)

**Kim Jones  
Assistant Director of Education**

☎ (501) 210-3573

✉ [kjones@arml.org](mailto:kjones@arml.org)