MTT

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 COMPLETE THE TRAINING?

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 elected and appointed officials. Only one financial official from each municipality is required to attend, although anybody is 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 the League and ALA staff as well as experienced treasurers.

TRAINING CONTENT

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

COURSE AVAILABILITY IN PERSON OPTIONS:

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

Priority for this session will be given to cities and towns that do not have someone who has completed the training.

COURSE AVAILABILITY VIRTUAL OPTIONS:

On-demand training is available through the League's ACE Hub to watch at any time.

It is also permissible to combine formats. For example, attending some in-person sessions and the remainder through on-demand modules is satisfactory. 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 for more information.

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ARKANSAS CIVIC EDUCATION