



**The Maine Chapter Presents Its
Annual Commercial Lending
School**

**“Small Business Financial Statement and Cash Flow Analysis”
Comprehensive Basic Credit Training Using An Income Tax Return Focus**

When:

6 days of professional training offered 1 day per week for 6 consecutive Fridays:
January 13-20-27 and February 3-10-17, 2012

Where:

TD Bank, 4th Floor Boardroom, 1 Portland Square (downtown), Portland, Maine.

Description of Training:

This comprehensive lending school has been designed to serve the fundamental commercial credit analysis training needs of community bankers. The course consists of a review of *basic* financial accounting concepts and the presentation of *basic* financial statement credit analysis theory rooted in industry adopted “best practices”. The use of specifically designed case studies enables course participants to take a “hands-on” approach when applying the analytical concepts discussed. The case studies have been specifically designed to allow participants to work within an information framework that is strikingly similar to that actually experienced in the field.

The course begins with needed background in financial accounting for those individuals who have had no previous financial accounting classroom training, or as a refresher for those who have had previous financial accounting training. That is followed by a curriculum which focuses on interpreting information typically contained in accountant prepared financial statements, personal financial statements, and more particularly, U.S. federal income tax returns.

Who Should Attend?

- Junior Commercial Credit Analysts
- Junior Commercial Lenders
- Small Business Development Officers
- Loan Review Staff
- Commercial Loan Administrative Assistants
- Branch Managers
- Mortgage Lenders
- Consumer Lenders
- Other Credit Staff who face the underwriting challenges associated with self-employed individuals and closely held companies

Instructors:

Philip Hatch - Principal – Commercial Credit Training Services:

Phil has over 30 years of banking experience, with approximately 15 of those years managing commercial lending relationships. He also has over 20 years of bank training and college level teaching experience. He is a self-employed contract training consultant providing services to individual financial institutions. Additionally, he is a member of RMA’s national instructor pool, delivering open enrollment courses around the country covering various financial statement and cash flow analysis topics. Also, since 1996, he and his wife (Lucie) have owned and operated “Winterhaven”, a 10 bed elderly assisted living facility located in Saco, Maine. He graduated from the University of Southern Maine, earning a Bachelor’s Degree in Accounting and a Master’s Degree in Business Administration. He also holds the RMA professional designation of “Credit Risk Certified (CRC)”.

Instructors (continued):

Tom MacDonald - SVP – Risk Management Officer, Mechanics Savings Bank, Auburn, ME:

Tom has over 25 years of banking experience, primarily in the areas of commercial credit analysis and credit policy administration. Throughout his career, he has been actively involved in staff development, including extensive in-class training delivery experience. His work responsibilities have included designing internal training programs, commercial credit policy development, and overall management of credit department services. Tom graduated from the University of Maine at Orono, earning a Bachelor's Degree in Business Administration, Finance, and Marketing, and graduated from the University of Southern Maine earning a Master's Degree in Business Administration.

Outline of Training Topics:

Financial Accounting Review (2 days)

- Economic Decision Making
- Financial Statement Quality
- Introduction to Accounting Information
- Fundamental Accounting Equation
- Accrual Basis versus Cash Basis Accounting
- Accounts Receivable and Bad Debts
- Depreciation, Amortization, and Depletion
- Inventory Valuation
- Classified Income Statement
- Statement of Owner's Equity
- Classified Balance Sheet
- Statement of Cash Flows (Indirect Method)

Financial Statement and Cash Flow Analysis (4 days)

- Selected Financial Topics
 - ✓ Forms of Business Organizations and Related Federal Income Tax Returns
 - ✓ Distributing Profits to Business Owners
 - ✓ Employee Stock Ownership Plans (ESOP)
 - ✓ Stock Repurchases (Treasury Stock)
 - ✓ IRS Section 179 and "Bonus" Depreciation
- Financial Statement Trend Analysis
- Financial Statement Ratio Analysis
- Overview – Methods of Cash Flow Analysis
 - ✓ Indirect
 - ✓ Direct
 - ✓ Traditional
 - ✓ Global
- Analyzing Personal Financial Statements
 - ✓ Individual Guarantors and Net Worth Adjustments
- Analyzing Cash Flows Using
 - ✓ U.S Individual Income Tax Returns (Form 1040)
 - ✓ U.S. Partnership Income Tax Returns (Form 1065)
 - ✓ U.S Corporation Income Tax Returns (Form 1120/1120S)

Program Fees:

- **Small Business Financial Statement and Cash Flow Analysis (6 days)**
 - **\$1,350.00** for participants from RMA "Institutional" members
 - **\$1,750.00** for participants from non-RMA member institutions

The above fee includes professional quality instruction, all instructional materials, morning coffee, orange juice, and pastries in the classroom, and afternoon in-class snacks and beverages.

Lunch will not be provided. A one (1) hour break shall be allocated each day to allow participants time to go off-site for lunch at their own expense.

Registration:

To register for the program, fill out the form below and return it, along with your check made payable to "RMA Maine Chapter", to:

**Risk Management Association – Maine Chapter
c/o Pam Green, Association Services
489 Congress Street
Portland, ME 04101
FAX (207) 774-5693**

If you have any questions concerning the program, please contact Phil Hatch at (207) 229-0376 or via e-mail at phatchii@maine.rr.com . Additional program details, including directions to the classroom site, will be emailed to you in a registration confirmation on January 9, 2011.

Registration Form

“Small Business Financial Statement and Cash Flow Analysis” Comprehensive Basic Credit Training Using An Income Tax Return Focus

Full Name.....

Abbreviated First Name (for nametag).....

Title

Bank Name

Address.....

Telephone..... Fax

Email (for registration confirmation).....

RMA Member Institution? Yes No

___ **\$1,350.00 RMA Member Rate**

___ **\$1,750.00 Non-member Rate**

Registration Deadline: January 6, 2012

Register early. Seating is limited. Registrations will be accepted on a “first come, first served” basis.