

Content

These workshops cover a basic curriculum on budgeting, payroll and financial administration. Another curriculum covers more specific topics such as ordinance development and enforcement; licensing and permits; state aid programs; the levy limit and the Department of Revenue's worksheet; how to seek state grants; charting and mapping your local governments financial trends; and, making your community more sustainable.

Who Should Attend

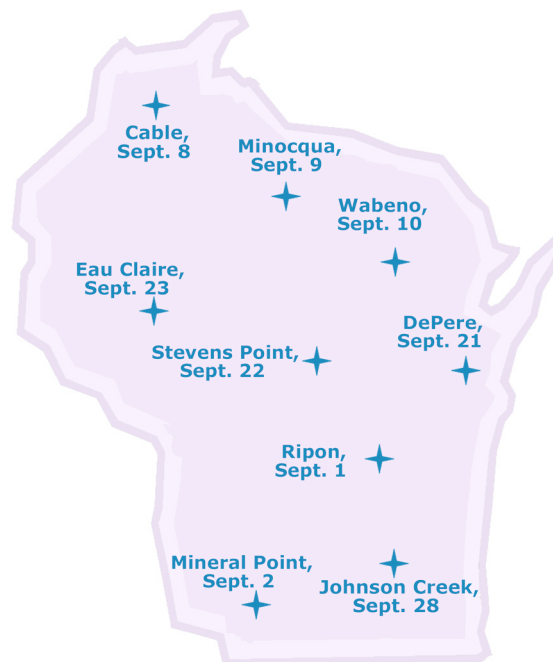
Town and village board members, clerks, treasurers, and community members interested in public finance and service.

The Teaching Team

Rick Stadelman	<i>Executive Director Wisconsin Towns Association</i>
Tom Harnisch	<i>Education Director Wisconsin Towns Association</i>
Ruthann Watts	<i>Internal Revenue Service</i>
Carol Doran	<i>WI Department of Revenue</i>
Dan Hill & Kate Lawton	<i>UW-Extension Local Government Center</i>

Any person requiring special accommodations should contact the Local Government Center at (608) 262-9961 at least 72 hours before the scheduled workshop time so that appropriate arrangements can be made.

SPACE IS LIMITED. REGISTER EARLY.



Wed., Sept. 1	Ripon: Royal Ridges of Ripon - 1 Westgate Dr. Hwy 23 west of Ripon.
Thurs., Sept. 2	Mineral Point Quality Inn - 1354 Business Park Rd., Exit 40 South on Hwy 23.
Wed., Sept. 8	Cable: Lakewoods Resort - 21540 Cnty Hwy M. 8 miles east of Cable on Hwy M.
Thurs., Sept. 9	Minocqua: Waters of Minocqua - 8116 Hwy 51 S.
Fri., Sept. 10	Wabeno: Indian Springs Lodge - 670 Hwy 32 N. Between Wabeno and Carter.
Tues., Sept. 21	DePere: The Marq - 3177 French Road (formerly the Apple Creek Inn).
Wed., Sept. 22	Stevens Point: Ramada - 1501 North Point Dr. From I-39, take Exit 161 south on US-51-BR to North Point Dr.
Thurs., Sept. 23	Eau Claire: Sleep Inn & Suites - 5872 33rd Ave. Corner of Hwy 29 and Hwy T.
Tues., Sept. 28	Johnson Creek: Comfort Suites - 725 Paradise Lane, Exit 267 off I-94, North Hwy 24, Left on River Dr., Left on County Y..



Local Government CENTER

UW-Extension

2010 Fall Budget and Finance Workshops

For Town and Village Officials

September 2010

9 Locations Around Wisconsin

Sponsored by:

**Wisconsin Towns Association
League of Wisconsin Municipalities
Wisconsin Department of Revenue
Internal Revenue Service
UW-Extension County Offices
UW-Extension Local Government Center**

**Budget and Finance Workshops
September 2010**

Name _____
 Town/Village _____ County _____
 Position _____
 Basic Finance ☐ Engaging Topics ☐
 Address _____
 City _____ Zip _____
 Phone (_____) _____
 E-mail address (optional) _____

I plan to attend the following workshop:

- ☐ Wednesday, September 1, Ripon
☐ Thursday, September 2, Mineral Pt
☐ Wednesday, September 8, Cable
☐ Thursday, September 9, Minocqua
☐ Friday, September 10, Wabeno
☐ Tuesday, September 21, DePere
☐ Wednesday, September 22, Stevens Pt
☐ Thursday, September 23, Eau Claire
☐ Tuesday, September 28, Johnson Creek
☐ Materials only (\$25 per packet)

FEE: \$55 early registration fee (when payment is received **7 days** in advance of workshop date)
 \$65 late registration and walk-ins

Fee covers the cost of instruction, materials, snack and lunch. A full refund will be made if notice of cancellation is received in writing or by fax **7 days** prior to the workshop.

No-shows will not receive a refund, but materials will be sent.

Registration is through the Wisconsin Towns Association. Phone: (715) 526-3157. Fax: (715) 524-3917.

MAIL: Make check payable to Wisconsin Towns Association and mail to:

Wisconsin Towns Association
 W7686 County Rd MMM
 Shawano, WI 54166

For further workshop information call the Local Government Center at (608) 262-9961.

2010 Fall Budget and Finance Workshops AGENDA

Basic Finance		Engaging Financial Topics	
8-8:30	Registration (Coffee and Rolls)	8-8:30	Registration (Coffee and Rolls)
8:30	Financial Administration (<i>Carol Doran</i>) This session includes the basics of the budgeting-accounting-reporting cycle, cash-handling and bill paying, and discusses the checks and balances within the system between boards, clerks, treasurers, and taxpayers.	8:30	Ordinances (<i>Rick Stadelman/Tom Harnisch</i>) Learn how to develop, adopt and enforce ordinances using several sample ordinances. Find out how licenses and permits fit under ordinance procedures.
10:00	Break	10:00	Break
10:15	Federal Payroll Responsibilities (<i>Ruthann Watts</i>) Review your local government's tax obligations, have the opportunity to ask questions about your payroll and discuss any problems with it.	10:15	Twenty Questions (<i>Rick Stadelman/Tom Harnisch/Carol Doran/Kate Lawton</i>) Participants will briefly learn about state aid formulas for shared revenue, general transportation and forestry programs; a regional proposal to generate and share state aids; the levy limit worksheet; and how to seek Department of Administration grants. Come prepared to raise your questions and discuss topics of interest.
Noon	Lunch	Noon	Lunch
1:00	Budgeting and Auditing Basics (<i>Carol Doran</i>) This session will cover basic budget procedures and timelines, statutory requirements and discuss when to get an audit, cost, and specifications.	1:00	Parliamentary Procedure For Clerks and Boards (<i>Dan Hill</i>) Learn the basics of taking minutes, preparing agendas and running effective meetings.
2:15	Break	2:15	Break
2:30	Cracker Barrel (<i>Tom Harnisch/Rick Stadelman</i>) Get your questions answered! This open session also will include a discussion of available resources and an update on the property tax levy limit.	2:30	Open Topic Cracker Barrel (<i>Kate Lawton</i>) Participants will briefly review how to chart and map your town or village revenue, expenditure, property tax and value data for the past 20 years and, the most important steps you can take to help make your community sustainable, including energy independence and available grants. Come prepared with questions and topics of interest to you.
3:30	Adjourn	3:30	Adjourn