

# Content

These workshops cover a basic curriculum on budgeting, payroll and financial administration. A second track covers more specific topics such as state budget impacts on highways, land-based programs, local finance and regulatory changes, meeting procedures, and developing grievance procedures.

# Who Should Attend

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

# The Teaching Team

Rick Stadelman, Executive Director  
*Wisconsin Towns Association*

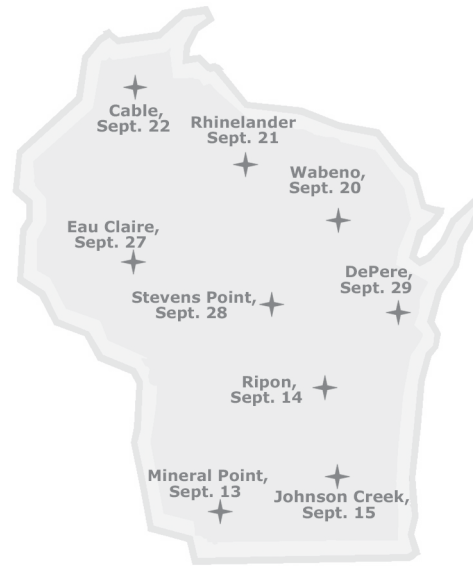
Carol Nawrocki and Lee Turonie, Attorneys  
*Wisconsin Towns Association*

Carol Doran  
*WI Department of Revenue*

Philip Freeburg  
*Local Government Center Law Educator*

Kate Lawton  
*Local Government Center Specialist*

*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.*



Nonprofit Organization  
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Madison, Wisconsin  
Permit No. 658

- 9/13 **Mineral Point:** *Quality Inn, 1345 Business Park Rd. Exit 40 South on Hwy 23.*
- 9/14 **Ripon:** *Royal Ridges, 1 Westgate Dr., Hwy 23 west of Ripon.*
- 9/15 **Johnson Creek:** *JC Plaza Hotel, 725 Paradise Ln. From I-94: Exit #267 at N Hwy 24, Left on River Dr, Left on Cty Y.*
- 9/20 **Wabeno:** *Indian Springs Lodge & Conf. Ctr., Hwy 32 N - between Wabeno and Carter.*
- 9/21 **Rhinelanders:** *Quality Inn, 668 W. Kemp St. Just off US 8.*
- 9/22 **Cable:** *Lakewoods Resort, 21540 Cnty Hwy M. 8 miles east of Cable on Hwy M.*
- 9/27 **Eau Claire:** *Sleep Inn & Suites, 5872 33rd Ave. Located at corner of Hwy 29 and Hwy T.*
- 9/28 **Stevens Pt:** *Holiday Inn Conv. Ctr., 1001 Amber Ave. From I-39: Exit #158 at Hwy 10, go east 1 mile, follow signs.*
- 9/29 **De Pere:** *The Marq, 3177 French Rd. From Hwy 41: Exit #157 at Cty S.*

University of Wisconsin-Extension  
Cooperative Extension Service  
Local Government Center  
610 Langdon Street, Rm. 229  
Madison, WI 53703-1104



# Local Government CENTER

UW  
**Extension**

# 2011 Fall Budget and Finance Workshops

## *For Town and Village Officials*

## **9 Locations Around Wisconsin**

### Sponsored by:

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

Registration Form

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Town/Village \_\_\_\_\_ County \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_  
E-mail (optional) \_\_\_\_\_

I plan to attend the following workshop:

- Tuesday, September 13: Mineral Point
- Wednesday, September 14: Ripon
- Thursday, September 15: Johnson Creek
  
- Tuesday, September 20: Wabeno
- Wednesday, September 21: Rhinelander
- Thursday, September 22: Cable
  
- Tuesday, September 27: Eau Claire
- Wednesday, September 28: Stevens Point
- Thursday, September 29: De Pere
  
- Materials only (\$30 per packet)

FEE: \$60 early registration fee (when payment is received seven days in advance of workshop date)  
\$70 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 seven days prior to the workshop.

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

Any questions on registration, please contact the Wisconsin Towns Association at:

Phone: (715) 526-3157  
Fax: (715) 524-3917

To register, complete this form, make check payable to Wisconsin Towns Association and mail to:

Wisconsin Towns Association  
W7686 County Rd MMM  
Shawano, WI 54166

For further workshop information or special accommodations, please call the Local Government Center at (608) 262-9960.

# 2011 Fall Budget and Finance Workshop - Agenda

## Basic Finance

- 8:00 Registration
  
- 8:30 **Financial Administration - Carol Doran**  
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.
  
- 10:00 BREAK
  
- 10:15 **Financial Administration** (cont'd)
  
- 10:45 **Federal Payroll Responsibilities Resource Listing - Kate Lawton**
  
- 11:15 **Cracker Barrel - Rick Stadelman/Lee Turonie/Carol Nawrocki**  
Get your questions answered! This open session also will include a discussion of available resources and an update on the property tax levy limit.
  
- 12:15 LUNCH
  
- 1:15 **Budgeting and Auditing Basics - Carol Doran**  
This session will cover basic budget procedures and timelines, statutory requirements, and discuss when to get an audit, cost, and specifications.
  
- 2:15 BREAK
  
- 2:30 **Budgeting and Auditing Basics** (cont'd)
  
- 3:30 Adjourn

## Engaging Financial Topics

- 8:00 Registration
  
- 8:30 **State Budget Impacts: ...on Highways - Rick Stadelman/Lee Turonie/Carol Nawrocki**  
Learn about highway sign reflectivity requirements, changes in transportation aids and future financing, the prevailing wage law, and highway construction contract issues for towns/counties.
  
- 9:30 **...on Land-Based Programs Rick Stadelman/Lee Turonie/Carol Nawrocki**  
Find out how the state budget affected the Working Lands Program, state PILT payments on future land purchases.
  
- 10:00 BREAK
  
- 10:15 **...on Local Finance - Rick Stadelman/Lee Turonie/Carol Nawrocki**  
Find out what changes have been made to levy limits, shared revenue, recycling grants and other sources that will affect towns and villages.
  
- 11:00 **Grievance Procedure - Philip Freeburg**  
Changes in public collective bargaining law impacts all local governments, even those without unionized employees. Discover how your community will be affected.
  
- 12:15 LUNCH
  
- 1:15 **Parliamentary Procedure For Clerks and Boards - Philip Freeburg/Kate Lawton**  
Learn important points about minutes, agendas, and meeting procedures.
  
- 2:15 BREAK
  
- 2:30 **Regulatory Changes and Cracker Barrel - Rick Stadelman/Lee Turonie/Carol Nawrocki**  
Explore the many regulatory changes in the budget, including nonpoint source standards, telecommunications, and more. Bring your questions to this session.
  
- 3:30 Adjourn

