

## Content

This workshop will provide new and continuing town and village officials with an opportunity to learn about their statutory responsibilities to develop and adopt an annual budget. The workshops will detail statutory requirements and presenters will provide sample materials that meet these requirements, including notices and budget summaries for towns and villages.

Issues related to compensation and contracting will be covered. For example, learn what the latest W2 requirements are for poll workers, who can bid for projects, and how to ensure that independent contractors have workman's compensation insurance. This session will also speak to who is an employee, what is compensation, and how to account for FICA and income tax.

After lunch, there will be a session on financial administration that includes a basic review of the division of duties between clerks and treasurers, proper record-keeping and reconciliation, bill payment, bonding, banking, and auditing requirements. There are a number of software packages available to towns and villages to automate financial records, bookkeeping and budgeting. Learn the programs that are available and how they might best meet your needs for simplicity, support, and upgrades.

While all sessions will provide ample opportunity for audience questions, the final period will be dedicated to answering participant questions on any issue related to the governance of towns and villages.

The program instructors are:

Rick Stadelman	Executive Director Wisconsin Towns Association
Carol Doran	Auditor Wisconsin Department of Revenue
Beverly Stephen	Auditor Wisconsin Department of Revenue
Kate Lawton	Specialist UWEX Local Government Center

Any person wishing to attend, who requires 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.

## DATES & LOCATIONS

All workshops will be from 9:00 a.m. - 3:00 p.m.  
Registration begins at 8:30 a.m.

- 9/15/98 Eau Claire (Program #1574)  
Holiday Inn Campus  
2703 Craig Road  
Exit 65 (STH 37) from I-94
- 9/16/98 Cable (Program #1575)  
Lakewood Resort  
On CTH M, 8 miles east of Cable
- 9/17/98 Rhinelander (Program #1576)  
Holiday Acres Resort  
4060 S. Shore Drive  
USH 8 east of Rhinelander & exit on  
River Bend Road
- 9/21/98 Dodgeville (Program #1577)  
Don Q Inn  
STH 23 N  
Exit 23 N from USH 18
- 9/22/98 Whitewater (Program #1578)  
Randy's Restaurant/Banquets  
841 E. Milwaukee St. (Hwy 12)
- 9/29/98 Fond du Lac (Program #1579)  
Club Fond du Lac  
977 West Scott Street  
West corner of Scott & USH 41
- 9/30/98 Shawano (Program #1580)  
The Gathering - 2600 E. Richmond Street  
From STH 29 turn south on Airport Rd. and then  
west on Richmond or south on Waukechon Rd.  
and east on Richmond.
- 10/1/98 Stevens Point (Program #1581)  
Best Western Royale Inn  
5110 Main Street  
Jct. Hwys. U.S. 51 & U.S. 10

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### REGISTRATION INFORMATION

Registrations and cancellations must be received two business days prior to the workshop. The two day notice allows a full refund for cancellations.

Information Only (608) 262-9961  
Telephone registration: (608) 262-2451  
Fax registration: (800) 741-7416

Mail registration: Registrations/Dept 104  
702 Langdon Street  
Madison, WI 53706-1487



*Presents*

# **BUDGET & FINANCIAL ADMINISTRATION FOR TOWNS & VILLAGES**

**1998  
FALL PROGRAM**

**Sponsored by:**

**UWEX Local Government Center  
Wisconsin Towns Association  
League of Wisconsin Municipalities  
Wisconsin Department of Revenue**

**Budget & Financial Administration  
For Towns and Villages - 1998**

Name \_\_\_\_\_  
 Gov't. Unit \_\_\_\_\_  
 Address \_\_\_\_\_  
 City & Zip \_\_\_\_\_  
 Daytime Phone (    ) \_\_\_\_\_  
 Social Security \_\_\_\_\_  
(Not mandatory, used to ensure accessibility & accuracy of your edu. records)

**I plan to attend the following workshop:**

- \_\_\_\_\_ #1574 Eau Claire, Sept. 15
- \_\_\_\_\_ #1575 Cable, Sept. 16
- \_\_\_\_\_ #1576 Rhinelander, Sept. 17
- \_\_\_\_\_ #1577 Dodgeville, Sept. 21
- \_\_\_\_\_ #1578 Whitewater, Sept. 22
- \_\_\_\_\_ #1579 Fond du Lac, Sept. 29
- \_\_\_\_\_ #1580 Shawano, Sept. 30
- \_\_\_\_\_ #1581 Stevens Point, Oct. 1

**FEE: \$35 early registration.**

**\$45 at door. Walk-ins accepted if space permits.**

Fee covers the cost of instruction, materials, snack & lunch. Registrations and/or cancellations must be received 2 full business days prior to the workshop (the two days notice will allow for a full refund).

**Space is limited. Early registration is suggested.**

Telephone (information only): 608-262-9961  
 Telephone (registration only): 608-262-2451

**Registration forms can be faxed or mailed.**

**Fax to:** 800-741-7416

**Mail to:** Registration/Dept. #104  
 702 Langdon Street  
 Madison, WI 53706-1487

**Method of payment:**

\_\_\_\_\_ VI \_\_\_\_\_ MC \_\_\_\_\_ AX  
 Credit Card # \_\_\_\_\_  
 \_\_\_\_\_ Bill me \_\_\_\_\_ Bill Gov't. Unit  
 \_\_\_\_\_ Check enclosed (make payable to UW-Extension)

The following information is used to enhance the programming efforts of the UW-Extension and is optional.

SEX: Female \_\_\_\_\_ Male \_\_\_\_\_  
 BIRTHDATE: Mo \_\_\_\_\_ Day \_\_\_\_\_ Yr \_\_\_\_\_  
 HERITAGE: African Am \_\_\_\_\_ Asian/Pacific Islander \_\_\_\_\_  
 Am Indian/Alaskan Native \_\_\_\_\_ Hispanic/Latino \_\_\_\_\_  
 White/Other \_\_\_\_\_  
 OCCUPATIONAL AREA:  
 \_\_\_\_\_ 8 Public Administration (Government)  
 \_\_\_\_\_ 13 Other

**BUDGET & FINANCIAL ADMINISTRATION FOR TOWNS & VILLAGES  
1998 Fall Program**

<b>8:30</b>	<b>Registration</b> (Coffee and rolls)
<b>9:00</b>	<b>Budgeting</b> <i>Beverly Stephen, Kate Lawton and Rick Stadelman</i> <i>This session will cover the process of budgeting - including how to set up a calendar of events and designated responsibilities and how to prepare the necessary worksheets and financial records. This session will also cover statutory requirements on annual budgets for towns and villages. Among the materials provided during the discussion will be sample worksheets, notices and budget summaries. Participants are encouraged to bring their own budget documents, notices and questions.</i>
<b>10:15</b>	<b>Break</b>
<b>10:30</b>	<b>Budgeting (continued)</b>
<b>11:05</b>	<b>Compensation</b> <i>Carol Doran and Rick Stadelman</i> <i>This session will cover issues related to compensation, such as (1) what is compensation, (2) who is considered an employee, (3) how to withhold FICA and income tax, (4) how to account for FICA and income tax, (5) how to report salaries and benefits, (6) who can bid for projects, and (7) how to ensure that independent contractors have workman's compensation insurance. Participants are encouraged to raise their own questions about compensation.</i>
<b>11:45</b>	<b>Lunch</b>
<b>12:45</b>	<b>Financial Administration Issues</b> <i>Carol Doran</i> <i>This session will cover financial management and administration, including (1) division of duties between clerks and treasurers, (2) proper record-keeping and reconciliation, (3) bill paying, (4) bonding, (5) banking, and (6) auditing requirements. The presentation is in a group discussion format with many opportunities to ask questions.</i>
<b>2:00</b>	<b>Break</b>
<b>2:15</b>	<b>Automation of Financial Records for Small Municipalities</b> <i>Carol Doran and Rick Stadelman</i>
<b>2:30-3:00</b>	<b>Question and Answer Session</b> <i>All Presenters</i> <i>An opportunity to ask any question you have that have not been covered in the sessions or on any topics related to the governance of towns and villages. Presenters will be available after the program to continue answering questions or reviewing a particular financial management problem in your town or village.</i>