
Content

This workshop is divided into two sessions - one for *new* and one for *continuing* town and village officials. Both sessions are organized around budgeting, financial management and general administration.

The session for *new* officials will cover basic statutory requirements of budgeting and offer sample documents that meet these requirements. New officials will learn about the basic system of financial administration, including an overview of position responsibilities (who does what), record-keeping and internal controls. An understanding of financial administration prevents many bookkeeping problems, establishes the foundation for good working relationships among officials, helps to ensure good records for future officials, and removes opportunities for fraud. New officials will also learn basic procedural requirements used in developing local legislation and keeping government open to the public.

The session for *continuing* officials will examine aspects of the budgeting process in more detail, such as amending, tracking and reporting the budget. There are a number of policies that should be in place to smoothly administer the finances of a town or village. Each policy will be reviewed and include a sample policy statement or ordinance. Officials with some experience often look for ways to deliver government services more efficiently and cost effectively. Part of this program will cover more general policies and plans that accomplish these goals, such as capital planning, and borrowing and investment policies.

After lunch, participants in both sessions will have an opportunity to ask any questions they have at a cracker barrel. The program instructors are:

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

Materials will be developed by program instructors and staff from the League of Wisconsin Municipalities.

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. - 3:30 p.m.
Registrations begins at 8:30 a.m.

- 9/14/99 **Shawano** (Program #1603)
The Gathering - 2600 E. Richmond Street,
from STH 29 turn south on Airport Rd.
then west on Richmond or south on Waukechon Rd.
east on Richmond.
- 9/15/99 **Fond du Lac** (Program #1604)
Club Fond du Lac, 977 West Scott Street
West corner of Scott & USH 41
- 9/16/99 **Whitewater** (Program #1605)
Randy's Restaurant/Banquets
841 E. Milwaukee St. (USH 12)
- 9/21/99 **Eau Claire** (Program #1606)
Ramada Inn, 1202 W. Clairmont, Exit 65 from I-94,
North on Hwy 37, Left on Clairmont Ave.
- 9/22/99 **Cable** (Program #1607)
Lakewoods Resort
8 miles east of Cable on CTH M
- 9/23/99 **Rhineland** (Program #1608)
Holiday Acres Resort, USH 8 east of Rhineland
Exit River Bend Road at sign
- 10/12/99 **Mineral Point** (Program #1609)
Comfort Inn
STH 151 north of Mineral Point
- 10/13/99 **Madison** (Program #1610)
Dane County Expo Center, Exhibition Hall,
Exit STH 12 & 18 at Rimrock Road,
follow Expo Center signs
- 10/14/99 **Stevens Point** (Program #1611)
Best Western Royale Inn, 5110 Main Street
Jct. USH 51 & USH 10

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/Budget Workshops
Dept. 104, Room 139
702 Langdon Street
Madison WI 53706-1487



Fee: \$40 early registration
\$50 at door. Walk-ins accepted if
space permits

(Make check payable to: UW Extension)

UW Extension

LOCAL GOVERNMENT CENTER

PRESENTS:

BUDGET & FINANCIAL ADMINISTRATION FOR TOWNS & VILLAGES

1999
FALL PROGRAM



Sponsored by:

UW-Extension Local Government Center
League of Wisconsin Municipalities
Wisconsin Towns Association
Wisconsin Department of Revenue

**Budget & Financial Administration
For Towns & Villages - 1999**

Name _____
 Government Unit _____
 New Official Continuing Official
 Work Address _____
 City _____ Zip _____
 Phone () _____
 Social Security _____
Not mandatory, used to ensure accessibility & accuracy of your edu. records

I plan to attend the following workshop:

- _____ #1603 Shawano, Sept. 14
- _____ #1604 Fond du Lac, Sept. 15
- _____ #1605 Whitewater, Sept. 16
- _____ #1606 Eau Claire, Sept. 21
- _____ #1607 Cable, Sept. 22
- _____ #1608 Rhinelander, Sept. 23
- _____ #1609 Mineral Point, Oct. 12
- _____ #1610 Madison, Oct. 13
- _____ #1611 Stevens Point, Oct. 14

**FEE: \$40 early registration.
\$50 at door. Walk-in 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
 Fax: 1-800-741-7416

Mail form and fee to: Pyle Center
 Registrations/Budget Workshops
 702 Langdon St., Dept. 104
 Madison WI 53706-1487



Method of payment: VI _____ MC _____ AX _____
 Credit Card # _____
 Exp. date: _____ Bill _____

[Make check 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:
 ___ 8 Public Administration (Government) ___ 13 Other

**BUDGET & FINANCIAL ADMINISTRATION FOR TOWNS & VILLAGES
1999 Fall Program**

TIME	NEW OFFICIALS	TIME	CONTINUING OFFICIALS
8:30	Registration	8:30	Registration
9:00	General Administration <i>(Rick Stadelman and Kate Lawton)</i> Covers what is an ordinance, motion and resolution, when to use them and the procedures involved. Also includes the basics of open records and meetings law.	9:00	Budget Issues <i>(Beverly Stephen)</i> Covers contingency reserve; amending, tracking and reporting the budget; and projecting revenues and expenditures.
10:20	Break	10:30	Break
10:30	Financial Administration <i>(Carol Doran)</i> Covers who does what in bill-paying and recordkeeping, the basics of internal control, paper flow, and employee benefits and taxes.	10:40	General Administration <i>(Rick Stadelman and Kate Lawton)</i> Covers the necessary policies and ordinances that should be in place for financial administration, including authorization of over-time, reimbursement of expenses, alternative payment procedures, and others.
Noon	Lunch	Noon	Lunch
1:00	Budgeting <i>(Beverly Stephen)</i> Covers who does what and when, statutory requirements for budget notice, hearing and documentation, and budget amending, tracking and reporting.	1:00	Cracker Barrel <i>(All Presenters)</i>
2:30	Break	2:00	Break
2:40	Cracker Barrel <i>(All Presenters)</i>	2:10	Financial Management <i>(Kate Lawton)</i> Covers selected topics such as cash flow investment, debt, capital planning, cooperative agreements, and other ideas on how to operate more cost effectively for small towns and villages.
3:30	Adjourn	3:30	Adjourn

UW-Extension provides equal opportunities in employment and programming, including Title IX requirements.