
Content

This workshop is divided into two sessions in the morning – one for *new* and one for *continuing* town and village officials. Both sessions are organized around financial administration and other topics of general governance.

New officials will be given a basic overview of the budgeting, recording-keeping and accounting systems of local government and the purposeful statutory checks and balances that are inherent in the system. Aside from learning the steps and tasks associated with these processes, the session will touch on specific topics of interest, such as social security and other withholding requirements. The procedural requirements for new officials may seem all the same at first. The session on general administration will help officials discern the difference between and the proper use of motions, resolutions and ordinances as well as meetings and hearings. Finally, new officials will learn the basic principles and requirements of the open meetings and open records law.

Continuing officials have often come to an understanding of their responsibilities through experience and trial by error. The first session will give town and village officials a basic job description for their positions, including how they relate to committees, commissions and boards. The second session will address issues of budgeting or financial administration that a village or town board inherited or perhaps faces in view of state law changes. Bring your questions to this session! Common questions will also be covered.

After lunch, there will be a combined session on parliamentary procedure. The session will review basic tenets of parliamentary procedure in conjunction with a video and audience questions and discussion. The program will wrap up with a short update on recent legislative actions that will affect local governments. The teaching team includes the following instructors:

<i>Rick Stadelman</i>	Executive Director Wisconsin Towns Association
<i>Carol Doran</i>	Auditor Wisconsin Department of Revenue
<i>Larry Larmer</i>	Professor Emeritus UW-Madison
<i>Kate Lawton</i>	Specialist UWEX Local Government Center

This program has been developed by the entire teaching team and in conjunction with the League of Municipalities.

Any person wishing to attend, who requires special accommodations, should contact the Local Government Center at (608) 262-9960 at least 72 hours before the scheduled workshop time so that appropriate arrangement can be made.

DATES & LOCATIONS

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

- 9/17/02 **Mineral Point** (Program #1653)
Comfort Inn
1345 Business Park Road
- 9/18/02 **Whitewater** (Program #1654)
Randy's Restaurant/Banquets
841 E. Milwaukee Street (USH 12)
- 9/19/02 **Fond du Lac** (Program #1655)
Ramada Plaza Hotel, One North Main Street
Parking-Ramp Level 4, 5, 6 ONLY
- 9/23/02 **Eau Claire** (Program #1656)
Ramada Inn, 1202 W. Clairmont, Exit 65 from I-94,
North on Hwy 37, left on Clairmont Ave.
- 9/24/02 **Cable** (Program #1657)
Lakewoods Resort
8 miles east of Cable on CTH M
- 9/25/02 **Rhineland** (Program #1658)
Holiday Acres Resort, 4060 S. Shore Drive
USH 8 east of Rhineland, Exit Rvr Bend Rd at sign
- 10/01/02 **Tomah** (Program #1659)
Holiday Inn-Tomah
Interstate 94 & STH 21
- 10/02/02 **Stevens Point** (Program #1660)
Holiday Inn-Stevens Point
1501 Northpoint Drive
- 10/03/02 **Green Bay** (Program #1661)
Holiday Inn Airport
2580 South Ashland Avenue
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REGISTRATION INFORMATION

Registrations and cancellations must be received five business days prior to the workshop. The five 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/Financial Workshops
Dept. 104, Room 139
702 Langdon Street
Madison WI 53706-1487
- Fee:** \$45 early registration
\$55 at door. Walk-ins accepted if space permits



(Make check payable to: UW Extension)

UW EXTENSION

Local Government Center

PRESENTS:

Financial Administration Workshops For Towns and Villages

**2002
Fall Program**



Sponsored by:

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

Financial Administration Workshops For Towns & Villages - 2002

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:

- _____ #1653 Mineral Point, Sept. 17
- _____ #1654 Whitewater, Sept. 18
- _____ #1655 Fond du Lac, Sept. 19
- _____ #1656 Eau Claire, Sept. 23
- _____ #1657 Cable, Sept. 24
- _____ #1658 Rhinelander, Sept. 25
- _____ #1659 Tomah, Oct. 1
- _____ #1660 Stevens Point, Oct. 2
- _____ #1661 Green Bay, Oct. 3

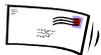
**FEE: \$45 early registration.
\$55 at door. Walk-ins accepted if space permits**

Fee covers the cost of instruction, materials, snack & lunch.
Registrations and/or cancellations must be received 5 full business days prior to the workshop (the five 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/Financial 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

FINANCIAL ADMINISTRATION WORKSHOPS 2002 Fall Program

TIME	NEW OFFICIALS	TIME	CONTINUING OFFICIALS
8-8:30	Registration (Coffee and Rolls)	8-8:30	Registration (Coffee and Rolls)
8:30	Budgeting and Financial Administration (<i>Carol Doran</i>) Learn the basic statutory requirements and procedures for your town or village budget. This session also covers the basics of the budget-accounting-reporting cycle, cash-handling and bill paying, and discusses the checks and balances within the system between boards, clerks, treasurers, and taxpayers. Specific topics of interest, such as social security and withholding, will be addressed.	8:30	General Administration (<i>Rick Stadelman and Kate Lawton</i>) Did your position come with a job description? Learn the basic duties and responsibilities of town and village officers across the range of areas and procedures you face in your positions. This includes your relationship and responsibilities with local boards, committees and commissions.
10:30	Break	10:30	Break
10:45	General Administration (<i>Rick Stadelman/Kate Lawton</i>) Learn the basics of the open meetings and records law; the difference between a hearing and a meeting; and, notice and posting requirements. This session also covers what the differences are between an ordinance, motion and resolution, the procedures involved, and when to use them.	10:45	Budgeting and Financial Administration (<i>Carol Doran</i>) This session will have an open question and answer format on any financial or budget topic that your town or village may be facing. Carol will also have a potpourri of frequently asked questions to review with the group.
Noon		Lunch	
12:45	Parliamentary Procedure Without Pain (<i>Professor Larry Larmer</i>) Although the rules of procedure are important in ensuring a fair and orderly discussion, sources like Robert's Rules of Order seem very very complicated and hard to understand. It is possible, however, to clarify the traditional rules of procedure and understand their practical application. This session will use a video-tape to stimulate a lively discussion of some basic important issues in parliamentary procedure. At the conclusion of the session, participants will have learned:		
	<ul style="list-style-type: none"> ✓ Where parliamentary procedure fits in relation to other sources of rules. ✓ The roles and responsibilities of the chairperson. ✓ How to close debate properly. ✓ Postponing vs. tabling an issue. ✓ How to reconsider a decision. The process of amendment. ✓ And whatever else comes up in the discussion. 		
3:15	Legislative Update		
3:30	Adjourn		

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