
Content

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

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. You will learn the steps and tasks associated with these processes. The next session will specify federal payroll requirements. In the afternoon, local officials will learn their basic responsibilities in administering elections as well as changes in state and federal election laws.

Continuing officials will learn how to make, enforce and organize their local laws. Federal tax requirements of local governments will be reviewed using some common scenarios. Local officials will have 20 common questions answered and have the opportunity to raise their own questions. The session on budgeting will be relatively open-ended, but may cover some basic changes that result from the state budget. The program will wrap up with a short update on recent and proposed 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>Ruthann Watts</i>	Field Specialist Internal Revenue Service
<i>Diane Lowe</i>	Election Specialist State Elections Board
<i>Tom Letko</i>	Election Specialist State Elections Board
<i>Kate Lawton</i>	Local Government Specialist UWEX Local Gov't 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) 262-9961 at least 72 hours before the scheduled workshop time so that appropriate arrangements can be made.

DATES & LOCATIONS

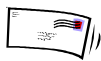
All workshops will be from 8:30 a.m. - 3:30 p.m.
Registration begins at 8:00 a.m.

- 9/9/03 Fond du Lac** (Program #1687)
Ramada Plaza Hotel, One North Main Street
Parking-Ramp Level 4, 5, 6 ONLY
- 9/10/03 Whitewater** (Program #1688)
Randy's Restaurant/Banquets
841 E. Milwaukee Street (USH 12)
- 9/11/03 Mineral Point** (Program #1689)
Comfort Inn, Exit 40 on STH 151
1345 Business Park Road
- 9/15/03 Eau Claire** (Program #1690)
Ramada Inn, 1202 W. Clairmont, Exit 65 from I-94,
North on Hwy 37, left on Clairmont Ave.
- 9/16/03 Cable** (Program #1691)
Lakewoods Resort
8 miles east of Cable on CTH M
- 9/17/03 Rhineland** (Program #1692)
Holiday Inn Express
Junction of HWY US 8 & WI 47
- 9/23/03 Tomah** (Program #1693)
Holiday Inn-Tomah
Interstate 94 & STH 21
- 9/24/03 Stevens Point** (Program #1694)
Holiday Inn-Stevens Point
USH 51 & N. Pt. Dr (Exit 161)
1501 Northpoint Drive
- 9/25/03 Green Bay** (Program #1695)
Howard Johnson Inn & Conference Center
2580 South Ashland Avenue
172 W to Ashland Avenue Exit

REGISTRATION INFORMATION

Registrations and cancellations must be received five business days prior to the workshop. The five-day notice is required for a refund when cancelling registration.

Information Only:	(608) 262-9961
Telephone Registration:	(608) 262-2451
FAX Registration:	(800) 741-7416
Mail Registration:	Finance/Elections Workshops Dept. 104, Room 139 702 Langdon Street Madison WI 53706-1487
Fee:	\$47 early registration & \$55 at door. Walk-ins accepted if space permits



(Make check payable to: UW-Extension)

UW
Extension
Local Government Center

www.uwex.edu/lgc/

Local Finance & Elections Workshops (For Towns and Villages)

2003
Fall Program



Sponsored by:

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

Local Finance & Elections Workshops For Towns & Villages - 2003

Name _____
 Government Unit _____
 New Official Continuing Official
 Work Address _____
 City _____ Zip _____
 Phone () _____

I plan to attend the following workshop:

- _____ #1687 **Fond du Lac, Sept. 9**
- _____ #1688 **Whitewater, Sept. 10**
- _____ #1689 **Mineral Point, Sept. 11**
- _____ #1690 **Eau Claire, Sept. 15**
- _____ #1691 **Cable, Sept. 16**
- _____ #1692 **Rhineland, Sept. 17**
- _____ #1693 **Tomah, Sept. 23**
- _____ #1694 **Stevens Point, Sept. 24**
- _____ #1695 **Green Bay, Sept. 25**

FEE: \$47 early registration and \$55 at door.

Walk-ins accepted if space permits

Fee covers the cost of instruction, materials, snack & lunch. For materials only (\$20), call 608-262-9961. Registrations and/or cancellations must be received 5 full business days prior to the workshop. The five-day notice is required for a refund when cancelling registration.

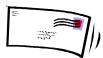
Space is limited. Early registration is suggested.

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



LOCAL FINANCE AND ELECTIONS WORKSHOPS 2003 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 (Carol Doran) Covers the basic statutory requirements and procedures for your town or village budget. 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	Ordinance Development and Enforcement (Rick Stadelman) Learn to develop, enforce and organize local ordinances. Hear about tips on drafting techniques. The session will cover the necessary procedural steps and the different parts of an ordinance to highlight the legal and policy components.
10:45	Break	9:45	Break
11:00	Federal Payroll Tax (Ruthann Watts) Learn the federal tax obligations of town and village governments in Wisconsin and the appropriate payroll tax forms to complete. There will be time within this session to answer your questions.	10:00	Federal Taxation Scenarios (Ruthann Watts) Learn what federal tax obligations you have as a local government and what to do if you have not been meeting them. This session will work through common scenarios of towns and villages and address frequently-asked questions.
Noon	Lunch	11:00	Twenty Questions (Rick Stadelman and Kate Lawton) In fulfilling the broad responsibilities of office, town and village officials confront several questions each day. Learn from the experiences of your fellow officials' as we explore twenty different areas that you may find yourself in. <i>(New questions not covered at the 2003 town district meetings.)</i>
1:00	Cracker Barrel	Noon	Lunch
1:15	Elections (Tom Letko and Diane Lowe) Fairness in elections depends upon local governments. This session will review the clerk's administrative duties as well as recent state and federal election law changes, including the proposed training program for chief inspectors.	1:00	Budget (Carol Doran and Kate Lawton) This session will review pertinent budget questions related to possible state law changes and also be open to any of your budget or financial questions.
2:00	Break	1:45	Break
2:15	Elections (continued)	2:00	Twenty Questions (continued)
3:30	Adjourn	2:45	Legislative Update and Cracker Barrel (Rick Stadelman)
		3:30	Adjourn

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