
CONTENT

This workshop is divided into two sections – one for *new* and one for *continuing* town and village officials. Both sections are organized around local budgets and finance.

New officials will be given a basic overview of the budgeting, record-keeping and accounting systems of local government and the statutory checks and balances that are inherent in the system. You will learn the steps and tasks associated with these processes. Also, you will understand specific federal payroll requirements, penalties for noncompliance, and conditions for an audit. In the afternoon, new officials will learn the basics of budgeting and other essential topics to support good governance.

Continuing officials will learn more about a variety of topics that they might already have some knowledge of. These topics range from the Health Information Privacy Protection Act to land use, such as the various ways under the statutes to change municipal boundaries. Federal tax requirements of local governments will be reviewed using some common scenarios. Learn, too, about more effective ways to budget in fiscally tight times. The afternoon program will include a session on resources available to local government officials.

The teaching team includes the following instructors:

Rick Stadelman	<i>Executive Director</i>
Tom Harnisch	<i>Education Director</i> <i>Wisconsin Towns Association</i>
Carol Doran	<i>Auditor</i> <i>Wisconsin Department of Revenue</i>
Ruthann Watts	<i>Field Specialist</i> <i>Internal Revenue Service</i>
Dan Hill	<i>Local Government Specialists</i>
Kate Lawton	<i>UW-Ext Local Government Center</i>

This program has been developed by the teaching team in conjunction with 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

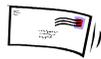
*All workshops will be from 8:30 a.m. - 3:30 p.m.
Registration begins at 8:00 a.m.*

- 9/14/04 Ripon** (Program #1701)
Royal Ridges of Ripon
1 Westgate Drive, Hwy 23 West
- 9/15/04 Oconomowoc** (Program #1702)
Olympia, 1350 Royale Mile Road
I-94 to Hwy. 67 North (exit #282)
- 9/16/04 Platteville** (Program #1703)
Governor Dodge Hotel & Convention Center
300 Hwy 151, P.O. Box 658
- 9/20/04 Eau Claire** (Program #1704)
Ramada Inn & Convention Center
205 South Barstow Street
- 9/21/04 Hayward** (Program #1705)
Hayward Inn & Suites, P.O. Box 1010 Hwy 27 S
Hwy. 63 to Hwy. 27 S (1 mile on left)
- 9/22/04 Minocqua** (Program #1706)
The Waters of Minocqua
8116 Hwy 51 South, P.O. Box 1053
- 10/12/04 Tomah** (Program #1707)
Cranberry Country Lodge, 319 Wittig Road
I-94 Exit on Hwy. 21
- 10/13/04 Mosinee** (Program #1708)
Stoney Creek Inn, 1110 Imperial Ave.
I-39 Exit 185 on Hwy. 51
- 10/14/04 De Pere** (Program #1709)
SC Grand Banquet & Convention Center
1250 Mid-Valley Drive Hwy. 41, Exit on Main Ave.

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 Workshops
Dept. 104, Room 139
702 Langdon Street
Madison WI 53706-1487
- Fee:** \$48 early registration & \$55 at door.
Walk-ins accepted if space permits



(Make check payable to: UW-Extension)

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



www.uwex.edu/lgc/

Local Budget & Finance Workshops (For Town and Village Officials)

2004 Fall Program



Sponsored by:

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

Local Budget & Finance Workshops For Town & Village Officials - 2004

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

I plan to attend the following workshop:

- _____ #1701 Ripon, Sept. 14
- _____ #1702 Oconomowoc, Sept. 15
- _____ #1703 Platteville, Sept. 16
- _____ #1704 Eau Claire, Sept. 20
- _____ #1705 Hayward, Sept. 21
- _____ #1706 Minocqua, Sept. 22
- _____ #1707 Tomah, Oct. 12
- _____ #1708 Mosinee, Oct. 13
- _____ #1709 De Pere, Oct. 14

FEE: \$48 early registration and \$55 at door. Walk-ins accepted if space permits. Materials only are \$25 and can be ordered by calling (608) 262-9961.

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-day notice is required for a refund when cancelling registration.

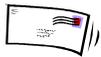
Space is limited. Early registration is suggested.

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/Finance 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 BUDGET & FINANCE WORKSHOPS 2004 Fall Program



Time	New Officials		Continuing Officials
8-8:30	Registration (Coffee and Rolls)	8-8:30	Registration (Coffee and Rolls)
8:30	Federal Payroll Tax (<i>Ruthann Watts</i>) Learn about the federal tax obligations of town and village governments, the appropriate payroll tax forms to complete, and how to respond to IRS notices. There will be time within this session to answer your questions.	8:30	Topics You May Have Heard About and Should Know About (<i>Rick Stadelman or Tom Harnisch and Kate Lawton</i>) Ever get that vague queasy feeling that you should know about something? Well, here's your opportunity to learn about the Health Information Privacy Protection Act (HIPPA), changes in the public records law, proposed property tax levy limits on local governments, new tax increment districts and other special districts, legal ways to change boundaries, road right-of-way policies, and financing libraries. (<i>Cont. at 1 p.m.</i>)
10:00	Break	10:00	Break
10:15	Financial Administration (<i>Carol Doran</i>) This session includes the basics of the budgeting-accounting-reporting cycle; cash-handling and bill paying; and the checks and balances within the the system among boards, clerks, treasurers, and taxpayers.	10:15	Federal Taxation Issues (<i>Ruthann Watts</i>) 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, addressing both frequently-asked questions and federal tax policy. Learn what to do if you get an audit appointment letter.
		11:15	Budget Strategies for Tight Fiscal Times (<i>Kate Lawton</i>) Cuts in state aids and pressures to maintain current property tax levels can place towns and villages in a difficult position. Examine ways to look at your budgets to develop long-term strategies for dealing with increasing costs and steady or decreasing revenues.
Noon	Lunch	Noon	Lunch
1:00	The Basics of Budgeting (<i>Carol Doran</i>) This session covers the basic statutory requirements and procedures for your town or village budget.	1:00	Topics You May Have Heard About and Should Know About (<i>Continued from this morning's session</i>).
2:00	Break	2:00	Break
2:15	Topics You Think You Know, But Ought to Know More About (<i>Rick Stadelman or Tom Harnisch and Kate Lawton</i>) Understand some basic distinctions, such as the difference between an ordinance, resolution, and motion, as well as between a meeting and a hearing. Other topics include oaths and bonding; minutes and the public record; how the property tax system works; liquor licensing issues; and the authority of the town chairperson and village president.	2:15	Resources Available (<i>Dan Hill or Kate Lawton</i>) Familiarize yourself with the resources available to you through state and federal agencies that can assist you in doing your job as local officials.
3:30	Adjourn	3:30	Adjourn