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## CONTENT

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

*New officials* will be given a basic overview of the budgeting, record-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 session will specify federal payroll requirements. Local officials will learn the requirements of the Voter Registration Project and their basic responsibilities in administering elections.

*Continuing officials* will learn about basic ordinances to have in place. Federal tax requirements of local governments will be reviewed using some common scenarios. Local officials will learn about the property tax system and review the basics of budgeting. The program will wrap up with a short update on recent and proposed legislative actions that will affect local governments and a cracker barrel. So bring your questions.

The teaching team includes the following instructors:

**Rick Stadelman** *Executive Director*

**Tom Harnisch** *Education Director*

*Wisconsin Towns Association*

**Carol Doran** *Auditor*

*Wisconsin Department of Revenue*

**Ruthann Watts** *Field Specialist*

*Internal Revenue Service*

**Diane Lowe** *Election Specialist*

**Faith Edgren** *Election Specialist*

*State Elections Board*

**Staff** *Statewide Voter Registration Project*

**Kate Lawton** *UWEX Local Government Specialist*

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

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*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.*

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## DATES & LOCATIONS

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

- 9/20/05 Ripon** (Program #1726)  
Royal Ridges of Ripon  
1 Westgate Drive, Hwy 23 West
- 9/21/05 Waukesha** (Program #1727)  
Country Springs Hotel  
2810 Golf Road (N on Exit #291 from I-94E or  
Exit #293 from I-94W)
- 9/22/05 Richland Center** (Program #1728)  
Ramada Inn's The White House Supper Club  
1450 Veterans Drive
- 9/27/05 Rhinelander** (Program #1729)  
Holiday Inn Express  
688 West Kemp Street (on Hwy 8)
- 9/28/05 Cable** (Program #1730)  
Lakewoods Resort & Forest Ridges G.C.  
21540 County Hwy M
- 9/29/05 Eau Claire** (Program #1731)  
The Plaza Hotel & Suites  
1202 West Clairemont Avenue  
(Exit #65 from I-94)
- 10/4/05 Tomah** (Program #1732)  
Cranberry Country Lodge  
319 Witting Rd. (Exit #143 from I-94)
- 10/5/05 Stevens Point** (Program #1733)  
Country Springs Hotel  
1501 Northpoint Drive (Exit #161 from I-39)
- 10/6/05 Kimberly** (Program #1734)  
Liberty Hall  
800 Eisenhower Dr. (E at CE intchg of Hwy 441)
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### 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) 262-9960

**Telephone Registration:** (608) 262-2451

**FAX Registration:** (800) 741-7416

**Mail Registration:** Finance/Elections Workshops

Dept. 105, Room 139

702 Langdon Street

Madison WI 53706-1487

**Fee:** \$50 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.*

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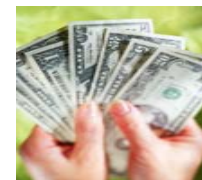
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**UW**  
**Extension**  
**Local Government Center**

[www.uwex.edu/lgc/](http://www.uwex.edu/lgc/)

## *Local Finance & Elections Workshops (For Towns and Villages)*

**2005  
Fall Program**



**Sponsored by:**

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

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## Local Finance & Elections Workshops For Towns & Villages - 2005

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

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

- \_\_\_\_\_ #1726 Ripon, Sept. 20
- \_\_\_\_\_ #1727 Waukesha, Sept. 21
- \_\_\_\_\_ #1728 Richland Center, Sept. 22
- \_\_\_\_\_ #1729 Rhinelander, Sept. 27
- \_\_\_\_\_ #1730 Cable, Sept. 28
- \_\_\_\_\_ #1731 Eau Claire, Sept. 29
- \_\_\_\_\_ #1732 Tomah, Oct. 4
- \_\_\_\_\_ #1733 Stevens Point, Oct. 5
- \_\_\_\_\_ #1734 Kimberly, Oct. 6

**FEE: \$50 early registration and \$55 at door.**  
**Walk-ins accepted if space permits.**

Fee covers the cost of instruction, materials, snack & lunch. For materials only (\$25), call 608-262-9960. 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.

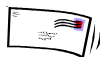
**Space is limited. Early registration is suggested.**

**Telephone (information only): 608-262-9960**

**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. 105  
 Madison WI 53706-1487



Credit Card # \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Send Invoice

[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 & ELECTIONS WORKSHOPS 2005 Fall Program

Time	New Officials *	Time	Continuing Officials *
8-8:30	<b>Registration</b> (Coffee and Rolls)	8-8:30	<b>Registration</b> (Coffee and Rolls)
8:30	<b>Financial Administration</b> ( <i>Carol Doran and Ruthann Watts</i> ) 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. The session will also include an introduction to your federal and state tax responsibilities.	8:30	<b>Basic Ordinances for Some Common Problems</b> ( <i>Rick Stadelman or Tom Harnisch</i> ) Does your town or village have ordinances that deal with burning permits, fireworks and other explosives, nuisances, junk cars, building and razing buildings? Review these ordinances and learn what difference having them in place may make to your town or village.
10:00	<b>Break</b>	10:00	<b>Break</b>
10:30	<b>Financial Administration</b> ( <i>continued</i> )	10:15	<b>Federal Taxation Issues</b> ( <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 rationale.
11:15	<b>Statewide Voter Registration System Project</b> ( <i>SVRS Election Specialists</i> ) Learn about the requirements of this federal and state law, stages of implementation, and the challenges facing local governments.	11:15	<b>Property Tax Literacy</b> ( <i>Kate Lawton</i> ) Ever had to explain the property tax to citizens and felt frustrated in the attempt? Learn some basic ways to do so and resources available to help citizens understand the property tax.
Noon	<b>Lunch</b>	Noon	<b>Lunch</b>
1:00	<b>Elections Administration</b> ( <i>Diane Lowe and Faith Edgren</i> ) Learn the basic requirements of administering local elections, some of the more common snafus, and training opportunities and resources available to local officials.	1:00	<b>The Basics of Budgeting</b> ( <i>Carol Doran</i> ) This session covers the basic statutory requirements and procedures for your town or village budget.
2:00	<b>Break</b>	2:00	<b>Break</b>
2:15	<b>Elections</b> ( <i>continued</i> )	2:15	<b>Legislative Update and Cracker Barrel</b> ( <i>Rick Stadelman or Tom Harnisch</i> )
3:30	<b>Adjourn</b>	3:30	<b>Adjourn</b>

\* Officials may move between programs during breaks, space permitting.

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