



Agenda

14th Annual Town Finance Schools



May 7 - 9, 2014 Location: Gideon Putnam, Saratoga

Co-sponsored by the Association of Towns of the State of New York (AOTSNY)
and the Office of the State Comptroller (OSC), Division of Local Government
and School Accountability

(CPA/CPE credits are available for these schools)

Thursday, May 8

7:15 AM Breakfast and Registration

8:45 AM **Welcome Remarks**

Chris Anderson, Director of Research, AOTSNY and Gabriel F. Deyo, Deputy Comptroller, Local Government & School Accountability, OSC

9:00 AM **Preparing and Monitoring an Effective Budget**

Tom Plowinske, Local Official Training Manager, Local Government & School Accountability, OSC

This session will discuss the budgetary process, the procedures that should be used in preparing the budget and the resources and tools available to assist you. It will also address the requirements for amending the budget and those reports necessary in successfully monitoring the budget during the year.

This class is eligible for credit in the Association of Town's Certified Town Official program.

10:30 AM Break

10:45 AM **Proper Filing of the Annual Update Document: Common Issues and How to Avoid Them**

Lila Ang, CFE, Senior Examiner, Local Government & School Accountability, OSC

This session will provide an overview of the annual financial reporting requirements for municipalities and fire districts. Topics will include the filing of the Annual Update Document, OSC's review process, the issues commonly encountered during the review and the OSC resources that are available to you.

12:00 PM Lunch

12:45 PM **Establishing and Accounting for Reserve Funds**

Kimberly Monte, Associate Examiner, Local Government & School Accountability, OSC

Properly established reserves can provide many benefits to municipalities. During this session, we will assist local officials in understanding the purpose, benefits and proper use of reserves. We will discuss several commonly used reserves, the distinction between accounting and legal reserves and the accounting treatment for reserves.

2:00 PM **Developing an Effective Fund Balance Policy**

Tom Plowinske, Local Official Training Manager, Local Government & School

This session will explain the components of fund balance, factors to consider when determining a reasonable amount of fund balance, and the need for an effective fund

3:15 PM Break

3:30 PM **Ask the Attorneys**

Michael Kenneally, Associate Counsel, AOTSNY, Katie Hodgdon, Associate Counsel, AOTSNY and Mark Stevens, Senior Attorney, Division of Legal Services, OSC

This session is dedicated entirely to your questions for the attorneys.

4:30 PM Reception (Enjoy some hors d'oeuvres and network with other town officials)

Friday, May 9

7:15 AM Breakfast

8:30 AM **Policies and Procedures to Manage Your Town**

Maria Stamoulis, Senior Examiner, Local Government & School Accountability, OSC

State law mandates that local governments adopt certain policies to provide standards and guidance for their employees, in areas such as ethics, investments, and the prevention of sexual harassment. In addition, there are a host of other subject areas, such as computer and credit card use, in regard to which "best practices" dictate that each city and village should adopt policies and procedures tailored to suit the needs of their respective local government. This session will focus on the many programmatic areas where written policies are either required or highly recommended.

This class is eligible for credit in the Association of Town's Certified Town Official program.

10:00 AM Break

10:15 AM **Opening the Doors to Shared Services: Rebranding Your Schools as Town Centers and Economic Engines**

Robert Horan, Superintendent, Schodack Central School District and Benjamin Syden, AICP Director of Planning and Community Development, Laberge Group

This session will use the Schodack Central School District as a case study and model of innovation, as we review its success in creating partnerships for incubator and job creation ventures, a dual-use library, shared intermunicipal services and community-focused resource allocation. The doors are open to the community - it is up to you to step in.