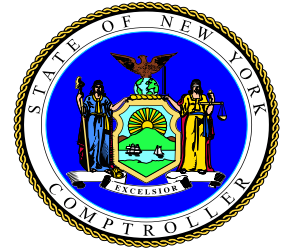




Agenda

18th Annual Town Finance School



May 3 & 4, 2018 – Courtyard by Marriott Saratoga Springs
(11 Excelsior Ave, Saratoga Springs, NY 12866)

May 10 & 11, 2018 – Holiday Valley Resort & Conference Center
(6557 Holiday Valley Rd, Ellicottville, NY 14731)

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

(The OSC will provide Continuing Professional Education credits for CPAs, and AOT will provide Certified Town Official credits for town officials.)

Thursday, May 3 & 10

8:00 A.M. **Breakfast and Registration**

8:50 A.M. **Welcoming Remarks from the Office of the State Comptroller and Association of Towns**

9:00 A.M. **Analysis of Shared Services**

(60 minutes)

Chris Anderson, Director of Research and Programming, Association of Towns of the State of New York
This session will review the efforts and effects of shared services and efficiencies undertaken by local governments under the Tax Freeze Efficiency Plans, which are in effect through 2019, County-Wide Shared Services Mandate, which was enacted in 2017, and prior efforts by local governments since 1996. Topics will include revenue from shared services, return on investment, and where to focus your search for efficiencies and services to share.

10:00 A.M. **Break**

10:15 A.M. **Proper Use of Appropriated Fund Balances**

(75 minutes)

Local Official Training Unit, Division of Local Government and School Accountability, Office of the State Comptroller

The failure to understand what appropriated fund balance means, how to use it properly and what happens if it is included in the budget is a common trend in our audit reports. Join OSC in a discussion about appropriating fund balance and learn best practices if appropriated fund balance is used in your budget.

11:30 A.M. **Lunch**

12:30 P.M. **[Saratoga Only] Funding Opportunities from the NYS Environmental Facilities Corporation**

(75 minutes)

Carol Sitterly, Assistant Financial Development Manager, Public Finance, New York State Environmental Facilities Corporation

The Environmental Facilities Corporation (EFC) consistently leads the nation in financing for water-quality infrastructure. EFC and Department of Health staff will provide an overview of EFC's grant programs including the Water Infrastructure Improvement Act and the Intermunicipal Grant Program, as well as low cost financing available through the Clean Water and Drinking Water State Revolving Funds.

[Ellicottville Only] We Have a Small Treasurer's/Clerk's Office: How Can We Strengthen Our Internal Controls

Adam Batesky, CPA, Manager and Jeremy Smith, CPA, Supervisor, Buffamante Whipple Buttafaro, P.C.

We will discuss difficulties that governments face with their internal controls in today's environment. This session will consider some of the areas that are exposed to risk and provide suggestions on ways to strengthen controls and mitigate risk, including how good governance and oversight can play a role in an effective internal control structure.

1:45 P.M. **Break**

2:00 P.M. **Fiscal Oversight of Town Highway Operations**

(75 minutes) *Local Official Training Unit, Division of Local Government and School Accountability, Office of the State Comptroller*

In 2016, towns spent \$1.4 billion on roads and bridges. Highway operations have a significant impact on town finances – it is their number one expenditure. This session will address various aspects of highway budgeting, including requirements for towns that contain villages, personnel records and reporting requirements.

3:15 P.M. **Break**

3:30 P.M. **Ask the Auditor, Ask the Attorney**

(60 minutes) *Local Official Training Unit, Division of Local Government and School Accountability, Office of the State Comptroller*

Katie Hodgdon, Associate Counsel, Association of Towns of the State of New York

OSC auditors and AOT attorneys will answer questions in an open forum.

4:30 P.M. **Reception**

Enjoy some hors d'oeuvres and network with other town officials and the staff from OSC and AOT.

Friday, May 4 & 11

8:00 A.M. **Breakfast**

9:00 A.M. **Procedures for Amending the Budget and Interfund Transactions**

(75 minutes) *Local Official Training Unit, Division of Local Government and School Accountability, Office of the State Comptroller*

No matter how thorough your budget development process is, the need to modify the budget will arise. In this session we will review the budgetary process and the procedures that should be used in preparing the budget. We will then focus on the requirements and options for amending the budget during the year. Finally, we'll discuss the various categories and proper accounting for interfund transactions.

10:15 A.M. **Break**

10:30 A.M. **Accounting for Payroll and Personnel**

(75 minutes) *Local Official Training Unit, Division of Local Government and School Accountability, Office of the State Comptroller*

This session will provide an overview of preparing and accounting for payrolls. We will discuss suggested supporting records, internal controls, payroll journal entries and the calculation of year-end accruals.

11:45 A.M. **End**