Agenda

22th Annual Town Finance School

May 16 & 17, 2022 – Marriott Albany
(189 Wolf Rd, Albany, NY 12205)

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.

Monday, May 16

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. Infrastructure Funding: Planning to Invest & Investing to Win for your Community!
(60 minutes)
Chad Kortz, P.E. and Jim Thatcher, C.T. Male
Now may be the time to invest in your vital infrastructure. No need to feel left out of the grants game or fret about the best loan deal. With a good plan, a basic engineering report, and a grant funding roadmap, you can be prepared for federal and state funding opportunities. This session will give provide officials with tips about project master plans, engineering reports, cost estimates to be ready for upcoming grant applications; show effective ways to prioritize infrastructure; and how to be prepared for application deadlines, including the Consolidated Funding Application and many other water, sewer, and transportation programs.

10:00 A.M. Break

(75 minutes)
Ingrid Otto, Examiner 2, Division of Local Government and School Accountability, Office of the State Comptroller
Performing a regular, timely financial condition analysis can provide you with valuable information on the current and future state of your Towns’ finances. Regular analysis can highlight potential fiscal problems and provide information necessary for timely corrective action. This presentation will help you analyze the financial condition of your Town such as: Defining & Assessing Financial Condition; Using Analytical Tools; Corrective Actions. This session will examine the use of internal and external town financial reports, results of operations, and financial trend analysis to determine and monitor your own financial condition.

11:30 A.M. Lunch

12:30 P.M. Establishing and Accounting for Reserves
(75 minutes)
Leslie Richard, Examiner 2, Division of Local Government and School Accountability, Office of the State Comptroller
Properly established reserves can provide many benefits to municipalities. This session 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.
1:45 P.M. Break

2:00 P.M. Record of Activities for Elected & Appointed Officials
(75 minutes)

Tiffany Fredericks, Examiner 3, New York State Local Retirement System, Office of the State Comptroller

Regulation 315.4 establishes the requirements for reporting elected and appointed officials (officials) to
the New York State and Local Retirement System (NYSLRS). In this training, we will discuss how
employers arrive at days worked to report to NYSLRS for officials not in a time keeping system. We will
go through the process, beginning with an official’s Record of Activities, passing and posting a
Resolution, and submitting adjustments to days reported, when necessary.

3:15 P.M. Break

3:30 P.M. Ask the Auditor, Ask the Attorney
(60 minutes)

Dan Acquilano and Leslie Richard, Division of Local Government and School Accountability, Office of the
State Comptroller and
Sarah Brancatella, Counsel and Legislative Director, Katie Hodgdon, Counsel, and Lori Mithen-Demasi,
Counsel, Association of Towns of the State of New York

Representatives from the Comptroller’s Office and attorneys from the Association of Towns will answer
questions in an open forum.

4:30 P.M. Reception Sponsored by NYMIR and CompAlliance

Enjoy some hors d’oeuvres and network with other town officials and the staff from OSC and AOT. The
reception is sponsored by CompAlliance – a group self-insurance program with more than 300
municipalities and schools that have banded together to create safer workplaces and insure their
workers’ compensation liabilities – and NYMIR, which is a licensed, regulated, non-profit municipal
insurer owned by its policyholders - over 900 municipalities across New York State.

Tuesday, May 17

8:00 A.M. Breakfast

9:00 A.M. State and Federal Procurement Rules to Follow Using ARPA Funds (CLE)
(75 minutes)

Sarah Brancatella, Counsel and Legislative Director, Katie Hodgdon, Counsel, Association of Towns of the
State of New York

American Rescue Plan Act (ARPA) funds provided much needed financial relief to towns as they continue
to navigate the response to COVID-19. Even with the flexibility in how funds can be used, towns still
have to follow specific rules when it comes to procuring goods and services. This course will provide a
comprehensive overview of the three different layers of procurement rules towns must follow and when
they apply to purchases and contracts for public work. This session will provide 1.5 CLE credit hours in
the area of Professional Practice (Transitional and Nontransitional).

10:15 A.M. Break

10:30 A.M. Tales from the Field: Town Audit Findings
(75 minutes)

Dan Acquilano, Manager of Local Official Training, Division of Local Government and School
Accountability, Office of the State Comptroller

While OSC auditors may review financial activities, our audits often focus on whether a local
government is performing activities in line with established criteria. In this session we will discuss
several examples of OSC audits to illustrate the various scope areas auditors may review, some specific
audit findings, and our recommendations.

11:45 A.M. End