

Content

These workshops include a curriculum around the basics of budgeting, payroll and financial administration. Another curriculum is devoted to more specific financial topics such as hiring professional services, bidding procedures, cutting costs, understanding the levy limit, retaining volunteer fire fighters, and using the GREAT software.

Who Should Attend

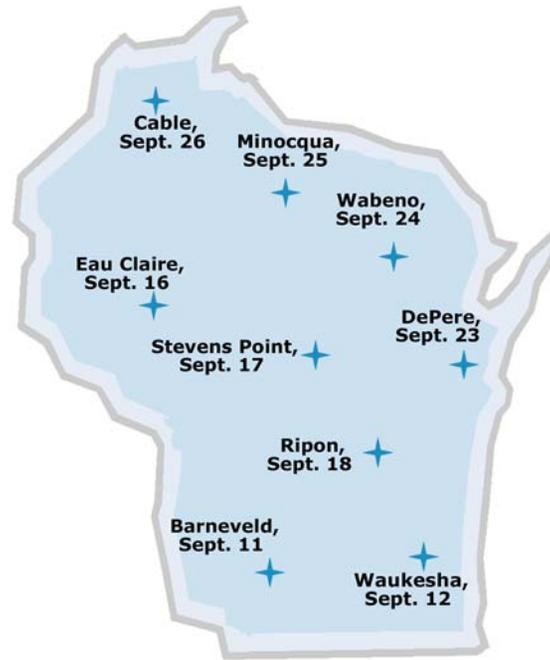
Town and village board members, clerks, treasurers, and community members interested in public finance and service.

The Teaching Team

Rick Stadelman	<i>Executive Director Wisconsin Towns Association</i>
Tom Harnisch	<i>Education Director Wisconsin Towns Association</i>
Ruthann Watts	<i>Internal Revenue Service</i>
Carol Doran	<i>WI Department of Revenue</i>
Kate Lawton	<i>UW-Extension Local Government Center</i>

Any person requiring 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.

SPACE IS LIMITED. REGISTER EARLY.



- Thurs., Sept. 11 **Barneveld: Deer Valley Lodge** - 401 West Industrial Drive. Exit 58 from Hwy. 18/151.
- Friday, Sept. 12 **Waukesha: Country Springs** - 2810 Golf Road. From I-94, go north on Hwy. G (Exit 291) to Golf Road, east 1/2 mile.
- Tues., Sept. 16 **Eau Claire: Sleep Inn & Suites** - 5872 33rd Ave. Corner of Hwy 29 and Hwy T.
- Wed., Sept. 17 **Stevens Point: Ramada Stevens Point** - 1501 North Point Dr. From I-39, take Exit 161 south on US-51-BR to North Point Dr.
- Thurs., Sept. 18 **Ripon: Royal Ridges of Ripon** - 1 West-gate Dr. Hwy 23 west of Ripon.
- Tues., Sept. 23 **DePere: SC Grand Banquet Conf Ctr.** - 1250 Mid Valley Rd. From US-41 exit at Main Street (Exit #163) to west frontage rd.
- Wed., Sept. 24 **Wabeno: Indian Springs Lodge** - 670 Hwy 32 N. Between Wabeno and Carter.
- Thurs., Sept. 25 **Minocqua: AmericInn.** 700 Hwy 51 N. On US 51 N. in the heart of Minocqua, across from Torpy Park.
- Friday, Sept. 26 **Cable: Lakewoods Resort** - 21540 Cnty Hwy M. 8 miles east of Cable on Hwy M.



**Local Government
CENTER**

UW Extension

2008 Fall Budget and Finance Workshops

**For Town and
Village Officials**

September 2008

**9 Locations Around
Wisconsin**

Sponsored by:

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

**Budget and Finance Workshops
September 2008**

Name _____
 Town/Village _____ County _____
 Position _____
 Basic Finance Engaging Topics
 Address _____
 City _____ Zip _____
 Phone (_____) _____
 E-mail address (optional) _____

I plan to attend the following workshop:

- Thursday, September 11, Barneveld
- Friday, September 12, Waukesha
- Tuesday, September 16, Eau Claire
- Wednesday, September 17, Stevens Point
- Thursday, September 18, Ripon
- Tuesday, September 23, DePere
- Wednesday, September 24, Wabeno
- Thursday, September 25, Minocqua
- Friday, September 26, Cable
- Materials only (\$25 per packet)

FEE: \$55 early registration fee (when payment is received 7 days in advance of workshop date)
 \$65 late registration and walk-ins

Fee covers the cost of instruction, materials, snack and lunch. A full refund will be made if notice of cancellation is received in writing or by fax 7 days prior to the workshop.

No-shows will not receive a refund, but materials will be sent.

Registration is through the Wisconsin Towns Association. Phone: (715) 526-3157. Fax: (715) 524-3917.

MAIL: Make check payable to Wisconsin Towns Association and mail to:

Wisconsin Towns Association
 W7686 County Rd MMM
 Shawano, WI 54166

For further workshop information call the Local Government Center at (608) 262-9961.

**2008 Fall Budget and Finance Workshops
AGENDA**

Basic Finance		Engaging Financial Topics	
8-8:30	Registration (Coffee and Rolls)	8-8:30	Registration (Coffee and Rolls)
8:30	Financial Administration (<i>Carol Doran</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.	8:30	Using GREAT (<i>Kate Lawton</i>) Learn how to use the GREAT software to get a basic financial picture of your town or village. See how it can map areas of the state by different financial measures.
10:15	Break	10:00	Break
10:30	Federal Payroll Responsibilities (<i>Ruthann Watts</i>) Review your local government's tax obligations, have the opportunity to ask questions about your payroll and discuss any problems with it.	10:15	Tight Budgets? Levy Limits? Increasing Prices? (<i>Rick Stadelman/Tom Harnisch</i>) Hear ideas and suggestions for towns and villages to control costs, save money on some expenses, and still be efficient and effective in meeting the needs of their citizens. Bring your ideas and suggestions to help others!
		11:30	Levy Limit Sheet (<i>Carol Doran</i>) Review the levy limit sheet sent out by the Department of Revenue to determine the amount you can raise your levy.
Noon	Lunch	Noon	Lunch
1:00	Cracker Barrel (<i>Tom Harnisch/Rick Stadelman</i>) Get your questions answered! This open session also will include a discussion of available resources and an update on the property tax levy limit.	1:00	Fire Department Issues (<i>Kate Lawton</i>) Learn about ways to retain fire fighters, to develop a capital improvement plan, increase insurance ratings, and other issues pertaining to fire departments.
2:00	Break	2:00	Break
2:15	Budgeting and Auditing Basics (<i>Carol Doran</i>) This session will cover basic budget procedures and timelines, statutory requirements and discuss when to get an audit, cost, and specifications.	2:15	Hiring Professional Services (<i>Rick Stadelman/Tom Harnisch</i>) How is hiring professional services (lawyers, architects, engineers, planners, assessors, etc.) different than public contracts for public works? Hear about some of the do's and don't's in hiring professional services. Learn what practices towns and villages can use to hire qualified professionals at reasonable fees and costs.
3:30	Adjourn	3:30	Adjourn