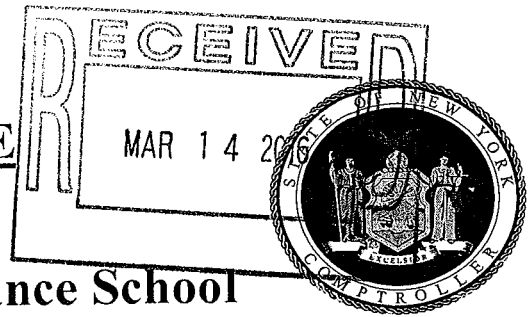




TENTATIVE
Agenda



16th Annual Town Finance School

May 5 & 6, 2016 – Buffalo Marriott Niagara
(1340 Millersport Hwy, Amherst, NY 14221)

May 12 & 13, 2016 – Gideon Putnam Hotel
(24 Gideon Putnam Road, Saratoga Springs, NY 12866)

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 5 & 12

7:15 A.M. **Breakfast and Registration**

8:45 A.M. **Welcoming Remarks**

9:00 A.M. **Financial Condition Analysis**

(75 minutes)

This session will examine the use of town financial reports, results of operations, and financial trend analysis to determine and monitor your own financial condition. It will also cover some of the key determining factors associated with the Office of the State Comptroller's Fiscal Stress Monitoring System (FSMS) and explain how knowing and monitoring your financial condition can help prepare you for receiving and understanding your FSMS score. This course is eligible for CTO credit in the Town Board Track.

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

10:30 A.M. **Funding Opportunities for Sewer, Stormwater and Drinking Water Infrastructure through the New York State Environmental Facilities Corporation (Tentative, awaiting confirmation)**

(75 minutes)

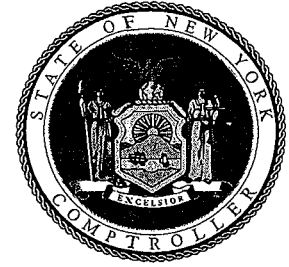
This session will provide an overview of the State Revolving Fund (SRF) and Green Innovation Grant programs and the financing available for sewer, stormwater and drinking water infrastructure. Through these programs, the Environmental Facilities Corporation (EFC) provides low-cost funding to assist municipalities to afford wastewater and drinking water improvement projects, which can ensure the availability of clean water, protect the environment, and provide the vital infrastructure necessary to create jobs and economic development. The EFC consistently leads the nation in financing water-quality infrastructure, and in 2014, provided more than \$2.3 billion in direct financings and refundings to local governments, the largest single-year total in the corporation's history.

11:45 A.M. **Lunch**

- 12:45 P.M. **Accounting for Capital Projects**
(75 minutes) Dealing with capital projects is often a source of confusion for local officials. In this session, we will discuss the significance of planning and accounting for capital projects properly. A case study capital project will be presented, with a class discussion on the proper accounting entries. This course is eligible for CTO credit in the Supervisor Track.
- 2:00 P.M. **Break**
- 2:15 P.M. **Capital Planning**
(75 minutes) This course will instruct local government officials on how to develop a capital plan, including the process of identifying capital needs and establishing criteria to prioritize projects. Challenges to effective capital planning will be discussed, as well as the importance of encouraging public participation. The presentation will conclude with a brief tutorial of a capital planning template the state comptroller's office has developed. This course is eligible for CTO credit in the Town Board Track.
- 3:30 P.M. **Break**
- 3:45 P.M. **Frequently Asked Questions**
(45 minutes) *Katie Hodgdon and Sarah Brancatella, Associate Counsel, AOT.*
This session will discuss common questions posed to the AOT legal staff. There will also be an opportunity to pose your questions to two of our attorneys.
- 4:30 P.M. **Reception**
Enjoy some hors d'oeuvres and network with other town officials, OSC staff and AOT attorneys.

Friday, May 6 & 13

- 7:15 A.M. **Breakfast**
- 9:00 A.M. **Internal Controls for Town Finance Operations**
(75 minutes) Towns are under greater pressure than ever to reorganize and find new ways to reduce costs or increase efficiency of service delivery. This program will review the framework for identifying the possibilities and limits of reorganizational initiatives, including examination of subcontracting standards, privatization and municipal cooperation, civil service requirements and collective bargaining obligations and opportunities. This course is eligible for CTO credit in the Town Board Track.
- 10:15 A.M. **Break**
- 10:30 A.M. **Protecting Municipal Data and Computer Systems: A Non-Technical Guide for Beginners**
(75 minutes) We will discuss, in non-technical terms, the Office of the State Comptroller's Local Government Management Guide on IT Governance. We will cover key IT internal controls that are essential to protecting municipal data and computer systems, and discuss the process followed by OSC when auditing municipal IT internal controls. Lastly, there will be an overview of common audit findings and recommendations, including those relating to ransomware and online banking.
- 11:45 A.M. **End**



16th Annual Town Finance Schools

Cosponsored by the:
Association of Towns and the NYS Office of the State Comptroller

May 5-6, 2016 – Location: Buffalo Niagara Marriott
May 12-13, 2016 – Location: Gideon Putnam, Saratoga Springs

REGISTRATION FORM

Name _____ Title _____

Town _____ County _____

Address _____

(Street No., PO Box, City, State & Zip)

Daytime Phone () _____ Home Phone () _____

Fax () _____ E-mail: _____

Please choose school you are attending: Buffalo _____ Saratoga _____

WE ENCOURAGE YOU TO REGISTER ONLINE FOR THESE SCHOOLS
ONLINE REGISTRATION IS AVAILABLE ON OUR WEBSITE: WWW.NYTOWNS.ORG, MARCH 16th.
WE ONLY ACCEPT VISA OR MASTERCARD

The Registration fee is \$200.00 (Members) / \$250.00 (Non-Members).

- This registration fee includes: breakfast, lunch, breaks and materials.
- Please make check payable to *Association of Towns* and return along with this form to:

**Association of Towns
150 State Street
Albany, NY 12207**

Deadlines: April 13 for Buffalo and April 21 for Saratoga, all registrations will be processed on-site at the cost of \$225.00 (Members) \$275.00 (Non-Members) per person.

Please Note: Cancellations received 10 days prior to event will be refunded, less a \$10.00 processing fee.
NO REFUNDS AFTER THAT DEADLINE.

HOTEL RESERVATIONS: Must be made by phone directly with the hotels.

- **Buffalo Niagara Marriott** is located at 1340 Millersport Highway, Amherst NY, 14221.
- The phone number is (716)689-6900. Mention Association of Towns' Town Finance School room block.
- Deadline for hotel reservations is April 13 (after deadline, rooms will be based upon availability)
- The room rate is \$149/night - standard.

- **The Gideon Putnam** is located at 24 Gideon Putnam Road, Saratoga Springs, NY
- The phone number is 866-746-1077 or 518-226-4700. (Please mention group #9N72VK when reserving a room.)
- Deadline for hotel reservations is April 21 (after deadline, rooms will be based upon availability)
- The room rate is \$156/night-single/double.

Check the Association of Towns' Web site for additional information:
www.nytowns.org

Questions?

Please call Patty Kebea, Executive Meeting Coordinator @ 518-465-7933.