

Seminar for Local Officials

Date: Wednesday, December 7, 2016

Location: Town of Clifton Park, One Town Hall Plaza, Clifton Park, NY 12065

Registration: 8:30 a.m. – 9:00 a.m. **Event:** 9:00 a.m. – 4:00 p.m.

Agenda

8:30 – 9:00 a.m. Registration

9:00 – 9:15 a.m. Welcome

9:15 – 10:30 a.m. Understanding the Budget Process

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

10:30 – 10:45 a.m. Break

10:45 – 12:00 p.m. Communicating and Understanding Financial Reports

This session will help you better understand and utilize financial reports in your municipality or school district. We will discuss the role of both external and internal reports, and then go into detail on how to comprehend and analyze the figures presented in three reports; the budget status report, bank reconciliation and balance sheet.

12:00 – 1:00 p.m. Lunch

1:00 – 1:30 p.m. Budget Status Report Discussion

A hands-on application of what you know and learned about budget status reports. We will review a sample report and identify talking points for financial decision making.

1:30 – 2:45 p.m. Financial Condition Analysis

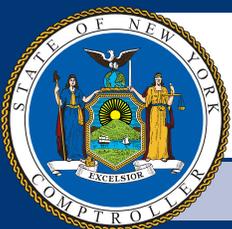
This session will help you analyze the financial condition of your municipality or school district. We will discuss the key solvency areas for assessing a unit's ability to finance its operations and other factors to assess financial condition. We'll also include a brief discussion of OSC's Fiscal Stress Monitoring System.

2:45 – 3:00 p.m. Break

3:00 – 3:45 p.m. Ask the Auditors

This session will allow local officials to ask OSC staff questions in an open forum.

3:45 – 4:00 p.m. Wrap-up



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Division of Local Government and School Accountability