



Thomas P. DiNapoli

OFFICE OF THE STATE COMPTROLLER

Division of Local Government and School Accountability

TELECONFERENCE ORDER FORM

As part of the Comptroller's continuing partnership with local governments, training programs on a variety of topics relating to local government operations are available for **\$15.00 each (including supplemental materials, postage and handling)**. These presentations of OSC sponsored teleconferences include both presentations and segments with answers to questions from local officials like you. All presentations are 2 hours in length. Presentations are available approximately 2 weeks after the program broadcast.

To order, send a **check and this order form** to: Office of the State Comptroller, Remittance Control, 110 State Street, 2nd Floor, Albany New York 12236. **Checks only please payable to "Office of the State Comptroller"**. For inquiries concerning orders, call (518) 473-0005.

Video Format	TOPIC	Broadcast Date
VHS OR DVD	Just Elected What Do You Do Now? - Cosponsored with the Association of Towns of the State of New York. This program is designed for newly elected and re-elected town officials to help them understand their duties and how town government functions.	12/8/09
VHS OR DVD	Fire District Management: Planning, Procuring and Paying for Capital Purchases - Cosponsored with the Association of Fire Districts of the State of New York, this program will focus on capital planning, procurement requirements and funding sources.	3/10/09
VHS OR DVD	Restitution, Fines and Surcharges - Cosponsored with the Office of Court Administration. This program was designed for Town and Village Justices and Justice Court Clerks. Topics include restitution and its process, definition of victims, fines and surcharges.	10/29/08
VHS OR DVD	Justice Court Finances: Communication is the Key - Cosponsored with the Office of Court Administration. This program was designed for Town and Village Justices and Justice Court Clerks. Topics include communicating with the Board, annual audit by the board, other types of audits, recordkeeping, and electronic and paper reporting.	4/22/08
VHS OR DVD	Fire District Management: Internal Controls Protecting Your Financial Operations - Cosponsored with the Association of Fire Districts of the State of New York, this program provides information regarding internal controls of receipts, disbursements, procurement and travel policies.	3/13/08
VHS OR DVD	Confused About Bail? Let Us Bail You Out - Cosponsored with the Office of Court Administration. This program was designed for Town and Village Justices and Justice Court Clerks. Topics include the bail process, poundage and the alternatives to incarceration program, legal issues surrounding bail, noncash bail and credit cards, and ethical responsibilities.	12/3/07

Video Format	TOPIC	Broadcast Date
VHS OR DVD	<u>Cyber Security: Don't Be The Next Headline</u> - Cosponsored with the New York State Government Finance Officers' Association, Inc. in cooperation with the New York State Office of Cyber Security and Critical Infrastructure Coordination. This program features lessons learned by local officials from previous cyber incidents. Other topics include determining risk of a cyber attack, how to get started in securing electronic information, and available resources.	11/15/07
VHS OR DVD	<u>Fire District Management: What's New and Important</u> - Cosponsored with the Association of Fire Districts of the State of New York, this program provides information regarding budget hearings and processes, new LOSAP regulations and audit requirements, and an update on training requirements.	9/6/07
VHS OR DVD	<u>The New DWI Legislation: What You Need to Know</u> - Cosponsored with the Office of Court Administration. This program was designed for Town and Village Justices and Court Clerks. Topics include an overview of legislative changes, new offenses including aggravated DWI, plea bargain restrictions and new alcohol and substance abuse screening and assessment procedures	5/22/07
VHS OR DVD	<u>Fire District Accountability Don't Be Alarmed: Understanding the New Requirements</u> - Cosponsored with the Association of Fire Districts of the State of New York, this program provides resources for information on the legislation. Topics include the new training requirements curriculum, implementing the statute on districts' code of ethics and budgeting.	3/8/07
VHS OR DVD	<u>Fire District Accountability – New Legislation</u> - Cosponsored with the Association of Fire Districts of the State of New York. This program discusses numerous new statutes that concern changes including: required Commissioner training, internal and external audits, revised budget process, establishing reserve funds, notices for public hearings and district elections.	10/16/06
VHS OR DVD	<u>Energy Costs UP? 20 Ways to Keep Them Down</u> - Cosponsored with the New York State Energy Research and Development Authority provided cost savings tips to all levels of government. Topics included energy & billing audits, how to review and understand your bill and some good practical practices from turning off the lights to lowering the	9/7/06
VHS OR DVD	<u>Strengthening School Financial Accountability: A Progress Report</u> – Cosponsored by the NYS Education Department in cooperation with the NYS School Boards Assn, the NYS Council of School Superintendents and the NYS School Business Officials. This program was designed to help school district officials understand the new law, learn implementation strategies, and locate resources and assistance.	5/24/06

Video Format	TOPIC	Broadcast Date
VHS OR DVD	Justice Court Finances: Who's Accountable for What? – Cosponsored with the Office of Court Administration and in cooperation with the NYS Magistrates Association and the NYS Association of Magistrates' Court Clerks, Inc. This program was designed for all Town and Village Justices, Court Clerks and Governing Boards. Topics include why accountability is an issue, personal liability, structure for checks and balance, available fiscal tools and the Governing Boards audit responsibility.	4/11/06
VHS OR DVD	Fire District Accountability: Using Procurement Practices to Maintain Public Trust - Cosponsored with the Association of Fire Districts of the State of New York, Inc. This program was designed for all fire district officials who participate in the purchasing-procurement process. Topics include bidding process, bidding thresholds, exceptions to the bidding process and procedures when bidding is not necessary. We also identify some best practices and ways fire districts can save money by purchasing cooperatively.	3/16/06
VHS ONLY	Fire District Management: Travel Policies & Procedures- Don't Get Tripped Up - Cosponsored with the New York State Association of Fire Districts. Topics of interest include: The District's Tone at the Top, Statutory Authority, Permissible Travel Costs, Key Audit Findings, Pre & Post Travel Procedures, and much more.	9/28/05
VHS OR DVD	What Justice Court Clerks Need to Know About Record Keeping and Reporting – Cosponsored with the Office of Court Administration. This program for town and village justice court clerks is on general recordkeeping requirements, fiscal responsibilities, basic accounting records and reports, bail overview, recording partial payments, petty cash fund, audit requirements, banking issues, determining accountability, reconciling bank balances and electronic filing.	7/14/05
VHS ONLY	Local Government Cooperation: Get on Board - We'll Show You How Cosponsored with the Cornell Local Government Program and the NYS Commission on Rural Resources. A panel of experts and local officials will share insights on how to reduce costs and improve the quality of services by using inter-municipal cooperation agreements. They will provide valuable information on where and how to start, available resources, as well as how to avoid losing the momentum.	5/23/05
VHS OR DVD	Summary Proceedings: What Every Court Should Know - Cosponsored with the Office of Court Administration. This program for town and village justices and justice court clerks is on handling landlord evictions under Summary Proceedings. This will includes pre-taped segments with examples of actual situations.	3/31/05
VHS OR DVD	Fire District Management: Roles & Responsibilities-Powers & Duties - Cosponsored with the Association of Fire Districts of the State of New York, Inc. - A program covering and clarifying the roles and responsibilities of fire district commissioners, secretaries and treasurers. The topics include organizational meetings, appointments, fiscal management, budget, spending limits, procurement, records & minutes.	2/8/05

Video Format	TOPIC	Broadcast Date
VHS ONLY	<u>Town Board & Town Clerks Working Together: Whose Job is It?</u> - Cosponsored with the Association of Towns of the State of New York and the NYS Association of Town Clerks. This teleconference is mainly for town clerks and town boards on their connected or shared duties and responsibilities. There are several things town clerks are required to do that hinge upon the town board handling properly and vice versa. The discussion will clarify and recommend best practices for these key responsibilities that often seem like gray areas and are often misunderstood. The panelists will discuss these key areas including	12/6/04
VHS ONLY	<u>Turn Your Downtown Around: Tips, Tools & Money</u> - Cosponsored with the Lieutenant Governor, Mary O. Donohue's Quality Communities Initiative. This teleconference is for all local officials and community leaders as well as others interested in economic development and planning. The teleconference is focused on providing tools to help municipalities plan for revitalization and then implementation. It provides information on capacity building as well as sustainability issues. Experts from various agencies and local officials share critical information on: economic renewal, funding sources, visioning and planning, identifying what the community wants, Smart Growth considerations and mixed-use considerations.	11/16/04
VHS ONLY	<u>Cheaper by the Dozen: Procurement Cost Saving Tips for Local Governments</u> - Cosponsored with the State Association of Municipal Purchasing Officials (SAMPO) and the National Institute of Government Purchasing (NIGP). This teleconference is intended to educate all local officials involved in purchasing, including the policy makers, on ways to save money by reducing costs. The panelists will present at least 12 key recommendations for smart shopping. These will include cooperative purchasing, controlling costs in a decentralized vs. centralized process, using county and OGS contracts, financial systems that track purchases for bid limits, and much more.	10/14/04
VHS ONLY	<u>Fire District Management: More about Money & Management</u> - Cosponsored with the Association of Fire Districts of the State of New York, Inc. This is designed for all fire district commissioners, chiefs, secretaries, attorneys, district managers/superintendents and emergency medical service personnel. The program is about financial issues including LOSAP, EMS/HIPPA rules and process, financing capital projects, using reserve funds and authorized expenses and travel reimbursement.	5/26/04
VHS OR DVD	<u>Fire District Management: Ask the Attorney</u> - Cosponsored with the Association of Fire Districts of the State of New York, Inc. This is designed for all fire district commissioners, officers and attorneys. The program covered many legal issues-including purchasing, hiring, conflicts of interest, elections, discipline, construction projects, etc.	3/23/04
VHS ONLY	<u>Where's the Money?</u> - Cosponsored with The Office of the Lt. Governor Quality Communities, and the NYS Water & Sewer Co-Funding Initiative. A program for all Municipal Officials concerned with funding initiatives for water, sewer and other environmental projects.	10/22/03

Video Format	TOPIC	Broadcast Date
VHS ONLY	<u>Getting Up To Speed on Handling VTL 1180 Cases</u> - Cosponsored with the Office of Court Administration. This is a program for Town and Villages Justices and Court Clerks on handling speeding tickets including pre-taped segments with examples of actual situations.	4/8/03
VHS ONLY	<u>A Pre-Retirement Seminar: An Employer Perspective</u> - An abbreviated version of the Retirement seminar attended by your employees, this program will give the information you need as an employer to guide prospective retirees. Learn about final average salary, service credits, vesting estimates, filing requirements and benefits registration.	5/21/02
VHS ONLY	<u>Avoiding Conflicts of Interest</u> - Cosponsored with The Association of Towns of the State of New York. What is an interest in a contract? Is it ever prohibited? What is the dollar limit on gifts? If you've ever wondered about the right answers to these questions, don't miss this program. Hear about incompatibility of office, appearance of impropriety, codes of ethics and many related topics.	4/25/02
VHS ONLY	<u>Small Claims - Big Issues</u> - Cosponsored by the Office of Court Administration. Ever had questions about Small Claims Court and the process? This program's for you. You'll get the facts about filing the claim, counterclaims, hearing and post judgment and questions answered by the experts.	4/10/02
VHS ONLY	<u>Building Blocks for Town Government: Personnel Management and Civil Service</u> - Cosponsored with the Association of Towns. This program for town officials and policy makers, will give you the personnel and civil service information you need including job classification, hiring, appointments, fringe benefits and Section 75 procedures. (Taylor Law or Tax issues are not covered in this teleconference)	4/26/01



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