



# Vermont League of Cities and Towns and the Vermont State Auditor



*In cooperation with:*

Vermont Municipal Clerks' and Treasurers' Association,  
Vermont Government Finance Officers Association, and  
Vermont Association of School Business Officials

*Presents the:*

## **Governmental Accounting and Auditing Symposium**

**Wednesday, June 8, 2016**

Capitol Plaza Hotel and  
Conference Center,  
Montpelier, VT

Materials: Presentation materials will be made available online following the workshop.

Prerequisites: No advance preparation or prerequisites are required.

Program Level: Basic

Delivery Method: Group Live

### ATTENDEES

- Municipal and school finance officials and treasurers.
- State and local government officials who have fiduciary responsibilities.
- Municipal government board members, auditors, municipal managers and administrators.
- Financial and compliance auditors for government agencies.
- Independent certified public accountants who perform government audits.
- Governmental accounting and financial reporting professionals that perform internal, financial, or compliance audits of state and local governments

Questions? Call: 800-649-7915  
or email [info@vlct.org](mailto:info@vlct.org)

**Earn up to 6 CPE Credits for this Symposium**



*VLCT is committed to making this program accessible to all individuals, regardless of disability.  
Please let us know if you have any special needs*

# Agenda

- 8:30 Registration** (Coffee and light breakfast included)
- 9:00 Welcome and Opening Remarks**  
**Abigail Friedman, Director, VLCT Municipal Assistance Center**  
**Doug Hoffer, Vermont State Auditor of Accounts**
- 9:10 Financial Statement Audits – How to Plan for Them, Work with the Audit Team, and Respond to the Results**  
During this session, our speakers will provide guidance and best practices for school and town officials on aspects of the independent audit process – how to prepare for the auditor to arrive, how to work with the auditor while she or he is at the town or school office, and then how to respond to recommendations in management letters.  
**Fred Duplessis, CPA, Sullivan Powers & Company**  
**William Hall, Senior Financial Consultant, VLCT Municipal Assistance Center**
- 10:25 Break**
- 10:35 Payroll and Benefits IRS Reporting Requirements**  
Get a head start preparing for 2016 taxes with this overview of how to comply with IRS reporting requirements for payroll, health insurance benefits, and taxable fringe benefits. New requirements as well as best practices for avoiding common mistakes will be covered.  
**Brenda Sabin, Director, HR Compliance & Payroll Solutions, Hickok & Boardman HR Intelligence**
- 11:25 2016 Legislative Session Wrap-Up**  
In this session, we will summarize legislative changes pertinent to municipal finance officials and discuss practical aspects of implementing new requirements. Topics will include: education and transportation funding, water quality and other fees, and tax changes.  
**Karen Horn, Director, Public Policy and Advocacy, VLCT**
- 12:15 Lunch (Provided)**
- 1:10 Model Procurement Policy**  
In response to requests from members, VLCT's Municipal Assistance Center revised its model purchasing policy to help municipalities procure goods and services in a manner that is efficient, timely, cost-effective, and encourages the most open and competitive purchasing process practicable, while treating all vendors equitably. Incorporated in the policy is compliance with standards and requirements associated with receipt of funds from state and federal government.  
**Mike Gilbar, Chief Financial Officer, VLCT**
- 2:00 Break**
- 2:10 Computer Security 101**  
Rapid and dramatic advances in information technology have generated considerable benefits but also created significant risks, which has made computer security a much higher priority for government entities. Incidences of data tampering, fraud, and inappropriate disclosure of sensitive information increasingly affect schools and municipalities. In this session, you will learn some of the basics of computer security and what it involves, basic terminology, and how to identify and mitigate sources of risk to better protect your information and operations. Best practices will be discussed and useful links provided to help protect your work. This session will be interactive with questions and comments welcome.  
**Kris Rowley, MSIA, Professor in Computer Security Information Assurance, Norwich University**
- 3:25 Complete Evaluations and Event Conclusion**

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