

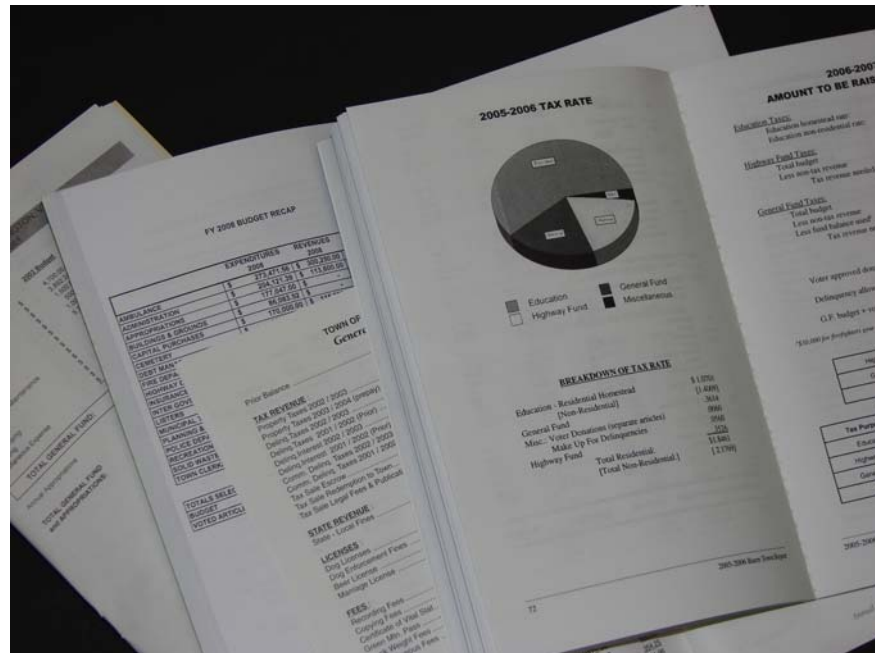
VERMONT LEAGUE OF CITIES AND TOWNS



*Serving and
Strengthening
Vermont Local
Governments*

PRESENTS

MUNICIPAL BUDGETING AND FINANCIAL MANAGEMENT



WEDNESDAY, OCTOBER 28, 2009

**CAPITOL PLAZA HOTEL
AND CONFERENCE CENTER**

MONTPELIER, VERMONT

Directions to the Capitol Plaza:

Take Exit 8 off Interstate 89. Exit ramp will merge with Route 2. At second stop light, turn left onto Bailey Avenue. At intersection, turn right onto State Street. Vermont State House is on your left, Capitol Plaza Hotel is a half block farther on the right.

Parking is available behind the Plaza. Pick up a parking permit at registration or call us to have one mailed to you in advance.

*To register online for this workshop, visit
www.vlct.org/eventscalendar/.*

MUNICIPAL BUDGETING AND FINANCIAL MANAGEMENT

AGENDA

8:30 Registration (Coffee and light breakfast)

9:00 Welcome and Overview of the Day
Abigail Friedman, Director, Municipal Assistance Center

9:05 **Introduction to Municipal Finance and Accounting**
This session will address the most important concepts of fund accounting and municipal financial management. Particular attention will be paid to understanding the objectives of financial reporting for governments, the way that the different activities of government are organized and how revenue and expenditure accounts should be categorized, and the financial policies you should consider before you begin to work on your annual budget.
William Hall, Chief Financial Officer, VLCT

10:35 Break

10:45 **VLCT Model Financial Policies for Cities and Towns**
The Government Finance Officers Association highly recommends financial policies as a component of any governmental financial management program. VLCT has developed a set of basic financial policies for towns that address several common financial issues faced by Vermont municipalities, especially small and mid-sized communities. This session will provide an overview of the policies and benefits of adopting them.
Jim Barlow, Senior Staff Attorney, VLCT Municipal Assistance Center

12:00 Lunch

1:00 **Developing and Managing Municipal Budgets**
The municipal budget is one of the more important and fundamental responsibilities a local official has. A good budget links a community's goals with the methods through which they are achieved. It considers the needs of both the immediate and the future while allowing both selectboards and voters to say, "This is what matters to us." This session will review some of the classic approaches to budgeting in the public sector, discuss best practices for developing revenue and expense projections and managing the budget over time, and present strategies for making the budget accessible to multiple audiences, including department heads, the legislative body, town officers, and the public.
Julia Compagna, Town Administrator, Hyde Park
John O'Keefe, Town Manager, Manchester

2:00 **Developing and Managing Municipal Budgets Discussion and Roundtable**
This informal session will offer participants an opportunity to ask the speakers questions, discuss common problems, share success stories, and learn from each other's experiences
Julia Compagna, Town Administrator, Hyde Park
John O'Keefe, Town Manager, Manchester
Jim Barlow, Senior Staff Attorney, VLCT Municipal Assistance Center
William Hall, Chief Financial Officer, VLCT

3:00 Conclusion, Evaluations, and Safe Trip Home