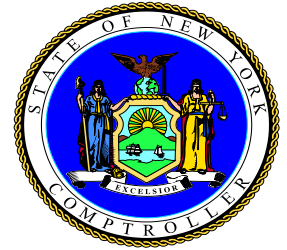




# Agenda

## 16<sup>th</sup> 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 from the Office of the State Comptroller and Association of Towns**

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

(75 minutes)

*Staff, Office of the State Comptroller, Division of Local Government and School Accountability*

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**

(75 minutes)

*Audra Nowosielski, Deputy Director of Public Finance, NYS Environmental Facilities Corporation*

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) *Staff, Office of the State Comptroller, Division of Local Government and School Accountability*  
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) *Staff, Office of the State Comptroller, Division of Local Government and School Accountability*  
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) *Staff, Office of the State Comptroller, Division of Local Government and School Accountability; Katie Hodgdon and Sarah Brancatella, Associate Counsel, Association of Towns.*  
This session will discuss common questions and vexing inquiries posed to the AOT legal staff. There will also be an opportunity to pose your questions to both OSC auditors and AOT staff 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) *Staff, Office of the State Comptroller, Division of Local Government and School Accountability*  
Having effective internal controls will help ensure that your town is using public assets efficiently and protecting against waste, loss and abuse. This session will discuss the five essential elements of internal controls and the responsibilities of management to establish and monitor effective internal controls. This session will also cover limitations and the importance of weighing the costs and benefits when adopting internal control activities. 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) *Staff, Office of the State Comptroller*  
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**