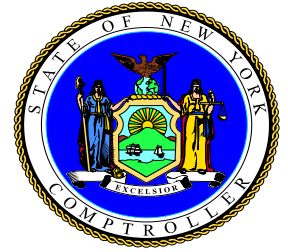




# Agenda

## 15<sup>th</sup> Annual Town Finance School



**May 7 & 8, 2015 - Gideon Putnam Hotel**  
(24 Gideon Putnam Road, Saratoga Springs, NY 12866)

**May 14 & 15, 2015 – Rochester DoubleTree**  
(1111 Jefferson Road, Rochester, NY 14623)

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 at these schools.)

### Thursday, May 7 & 14

7:15 A.M.      **Breakfast and Registration**

8:45 A.M.      **Welcoming Remarks**

*Gabriel F. Deyo, Deputy Comptroller, Local Government & School Accountability, OSC (Saratoga); TBD - OSC (Rochester); Chris Anderson, Director of Research, AOT*

9:00 A.M.      **Policies and Procedures to Manage Your Town**

(75 minutes)

*Alisa Serdyuk, Senior Examiner, Local Government & School Accountability, OSC (Saratoga);*

*Maria Stamoulis, Senior Examiner, Local Government & School Accountability, OSC (Rochester)*

State law mandates that local governments adopt certain policies to provide standards and guidance for their employees, in areas such as ethics, investments and the prevention of sexual harassment. In addition, there are a host of other subject areas, such as computer and credit card use, in regard to which “best practices” dictate that each town should adopt policies and procedures tailored to suit the needs of their respective local government. This session will focus on the many programmatic areas where written policies are either required or highly recommended. This course is eligible for CTO credit in the Town Board Track.

10:15 A.M.      **Break**

10:30 A.M.      **Municipal Lease Purchasing**

(75 minutes)

*Jeffrey Stone and John Alessi, Hodgson Russ LLP (Rochester);*

*A. Joseph Scott, III and Michael Logan, Hodgson Russ LLP (Saratoga)*

Municipal lease purchasing is an option for obtaining assets that has features similar to both a loan and a lease. In the case of the former, the town has title to the asset during the term of the contract and gains free and clear ownership at the end of the term. In the case of the latter, financing is subject to annual renewal or termination. Experts will discuss the basic features of lease purchasing, provide a General Municipal Law perspective, explore energy performance contracts and cover optimizing these financial structures. This course is eligible for CTO credit in the Town Board Track.

11:45 A.M.      **Lunch**

- 12:45 P.M. **Proper Accounting for Indebtedness**  
(75 minutes) *Kimberly Monte, Associate Examiner, Local Government & School Accountability, OSC (Saratoga)*  
*Alisa Serdyuk, Senior Examiner, Local Government & School Accountability, OSC (Rochester)*  
This session will provide an overview of a variety of borrowing tools, including bonds; bond anticipation notes; revenue anticipation notes; tax anticipation notes; budget notes; and installment purchase contracts. A discussion will be had of how these instruments are properly accounted for and how they should be reported in the Annual Update Document filed with OSC. This course is eligible for CTO credit in the Supervisor Track.
- 2:00 P.M. **Break**
- 2:15 P.M. **Procedures for Amending the Budget**  
(75 minutes) *Thomas Plowinske, Manager, Local Official Training Unit, Local Government & School Accountability, OSC (Saratoga); Daniel Acquilano, Associate Examiner, Local Government & School Accountability, OSC (Rochester)*  
No matter how thorough the budget development process, the need to modify the budget will arise. This session will review the budgetary process and the procedures that should be used in preparing the budget. It will also focus on the requirements and options for amending the budget during the year. This course is eligible for CTO credit in the Supervisor Track.
- 3:30 P.M. **Break**
- 3:45 P.M. **Ask the Attorneys**  
(45 minutes) *Katie Hodgdon, Associate Counsel, AOT; Michael Kenneally, Executive Director, Workers' Compensation Alliance; (The Saratoga event will also include: Mark Stevens, Senior Attorney, Division of Legal Services, OSC and Sarah Brancatella, Associate Counsel, AOT).*  
This session is dedicated entirely to your questions for the attorneys. Questions remaining at the end of the course can be posed during the reception.
- 4:30 P.M. **Reception**  
Enjoy some hors d'oeuvres and network with other town officials, OSC staff and AOT attorneys.

## Friday, May 8 & 15

- 7:15 A.M. **Breakfast**
- 9:00 A.M. **Governmental Reorganization: Subcontracting, Civil Service and Layoffs**  
(75 minutes) *Jeffrey Swiatek, Hodgson Russ LLP*  
Towns are under greater pressure than ever to reorganize and find new ways to reduce costs or increase efficiency of service delivery. This program will review the framework for identifying the possibilities and limits of reorganizational initiatives, including examination of subcontracting standards, privatization and municipal cooperation, civil service requirements and collective bargaining obligations and opportunities. This course is eligible for CTO credit in the Town Board Track.
- 10:15 A.M. **Break**
- 10:30 A.M. **Fraud Detection and Prevention**  
(75 minutes) *Maria Stamoulis, Senior Examiner, Local Government & School Accountability, OSC (Saratoga)*  
*Kimberly Monte, Associate Examiner, Local Government & School Accountability, OSC (Rochester)*  
We've all seen the headlines regarding fraud and abuse in municipalities. Don't let it happen to you! This session will identify steps local officials can take to help prevent and detect fraud and abuse. Participants will learn about the fraud triangle, common "red flags" in the workplace, what makes organizations vulnerable to fraud and what can be done to minimize the risks. This course is eligible for CTO credit in the Town Board Track.
- 11:45 A.M. **End**