

# The Academy for New York State's Local Officials

## Seminar For Local Officials

The Division of Local Government and School Accountability is offering a **series of regional seminars** for municipal and school district officials. Please join us for a discussion of these important topics and an opportunity to network with other officials.

### Dates and Locations Available:

#### Wednesday, June 20, 2018

Village of Port Jefferson Village Center, Sailor Loft Room  
(Suffolk County)  
101-A East Broadway  
Port Jefferson, NY

- [Registration](#)
- [Agenda \[pdf\]](#)

#### Thursday, July 12, 2018

St. Lawrence-Lewis BOCES (St. Lawrence County)  
40 West Main Street  
Canton, NY 13617

- [Registration](#)
- [Agenda \[pdf\]](#)

#### Tuesday, October 30, 2018

Village of Manlius (Onondaga County) , Matt Tardio  
Community Room  
1 Arkie Albanese Avenue  
Manlius, NY 13104

- **Registration for this event will open September 10, 2018**
- [Agenda \[pdf\]](#)

### [The Academy for New York State's Local Officials](#)

- [Catalog](#)
- |
- [Calendar](#)
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### Topics To Be Discussed

- Understanding the Budget Process
- Multiyear Planning
- Multiyear Planning Tools
- Policies and Procedures to Govern Your Municipality or School District
- Ask the Auditors

### General Information

**Earn up to 6 hours of CPE credit.**

**Event:** 9:00 a.m. - 4:00 p.m.

This is a **free event** for local officials.

Questions may be directed to: (518) 408-4934 or [LocalTraining@osc.ny.gov](mailto:LocalTraining@osc.ny.gov).

# Seminar for Local Officials

## Agenda

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**9:00 – 9:15 a.m. Welcome**

**9:15 – 10:30 a.m. Understanding the Budget Process**

This session will explain the budget process, the procedures that should be used in preparing the budget and the resources and tools available to assist with budget development. It will also address the requirements and options for amending the budget and the reports necessary for successfully monitoring the budget during the year.

**10:30 – 10:45 a.m. Break**

**10:45 – 12:00 p.m. Multiyear Planning**

This session will help you learn the importance of adopting a thorough multiyear financial plan and a multiyear capital plan. We will discuss how having a well-developed and routinely reviewed multiyear plan for both your finances and your capital assets can significantly increase the reliability of your budgeting, assist in monitoring financial condition, and help create a platform for increasing meaningful communication both within your municipality, as well as with your taxpayers.

**12:00 – 1:00 p.m. Lunch (On your own)**

**1:00 – 1:30 p.m. Multiyear Planning Tools**

We will walk through tools available on the OSC website for multiyear and capital planning, including tutorials, reports and publications.

**1:30 – 2:45 p.m. Policies and Procedures to Govern Your Municipality or School District**

This session will focus on areas where State law requires local governments to adopt written policies to provide standards and guidance for their employees. This includes areas such as ethics, investments, procurement and the prevention of sexual harassment and workplace violence. In addition, there are a host of other subject areas, such as computer and vehicle use, for which best practices dictate that each local government adopt policies and procedures tailored to suit the needs of their respective local government.

**2:45 – 3:00 p.m. Break**

**3:00 – 3:45 p.m. Ask the Auditors**

This session will allow local officials to ask OSC staff questions in an open forum.

**3:45 – 4:00 p.m. Wrap-up**



**Office of the New York State Comptroller**

**Thomas P. DiNapoli • State Comptroller**

**Division of Local Government and School Accountability**