

MASSACHUSETTS MUNICIPAL AUDITORS' AND ACCOUNTANTS ASSOCIATION
 EDUCATION TRAINING PROGRAM FOR MUNICIPAL ACCOUNTANTS AND AUDITORS
 SUMMARY SCHEDULE OF TRAINING TRACKS AND SESSIONS

**TRACK I
GETTING STARTED**

**Day 1 - Monday
Monday, March 13, 2023**

**8:15 - 8:30 WELCOME
AUDITORIUM**

9:00 - 10:30 ROOM 162-75

Session 1
Roles & Responsibilities
Legal framework for Town Acct position; typical additional responsibilities; Interaction with other municipal positions

Christine Dupras, Carla McAuliffe

10:45 - 12:00

Session 5
Source Documents, Books & Records
Accounting basics; fund types/structure; account structure; general ledger vs. subsidiary ledger; processing of receipts; processing of disbursements; processing of journal entries

Hayley Green, Ian Fortes

1:15 - 2:45

Session 9
Recording Basic Transactions
Journal entry examples for: Receipts, Disbursements, Account Receivable, interfund transactions.

Valarie Bernier, Bruce Alexander

3:00 - 4:30

Session 13
Accounts Receivable
Review basic receivable process: commitment through collection and basic journal entries. Reconciliation exercise.

Chris Lavolette, Linda Catanzariti

**TRACK II
INTERMEDIATE TRACK**

**8:15 - 8:30 WELCOME
AUDITORIUM**

9:00 - 10:30 ROOM 165-69

Session 2
DOR Law
Expenditure controls; appropriations; powers and duties of accounting officers; collective bargaining agreements

Ken Woodland, Bureau Chief

10:45 - 12:00

Session 6
DOR Law
Municipal Powers; procurement; Proposition 2 1/2 levy limits; reserve and stabilization funds; budget process; tax rate, borrowing; bond proceeds

John Gannon, Tax Counsel, DOR

1:15 - 2:45

Session 10
Tax Rate Recap Training & Discussion Part 1
Tom Guilfoyle, Andrew Nelson, Jared Curtis, Sarah Wood & Chris Lavolette

3:00 -4:30

Session 14
Tax Rate Recap Training & Discussion Part 2
session 2 continued from session 1

**TRACK III
PULLING IT ALL TOGETHER**

**8:15 - 8:30 WELCOME
AUDITORIUM**

9:00 - 10:30 ROOM 163C

Session 3
Warm-up: Review of Track I & II Material
Handout of Track I Review Material for those taking Track II Handout of Track II Review Material for those taking Track III

Elizabeth Zalenski & Christine McCarthy

10:45 - 12:00

Session 7
Enterprise Funds
A comprehensive look at enterprise Funds covering: What is an Enterprise Fund? Various budgeting scenarios. Expenditure reporting and allocation, financial reporting considerations, journal entries, FAQ's and more.

Kathy Butters, Mimi Bernardo

1:15 - 2:45

Session 11
Special Revenue Funds 2
This session builds on the concepts learned in SRF 1. We review the specific requirements of the CPA fund, requirements of MGL 44:53 E 1/2, various school SRF's, including School Choice, Charter and Circuit Breaker.

William Rowe, Rich Howarth

3:00 - 4:30

Session 15
DOR Legal Review
Reinforcement of key issues from Track 2 DOR legal review. This is our chance to spend some time on important issues, so bring your questions!

Calvin Brooks, Wendy Nightingale

**TRACK IV
CONTINUING EDUCATION**

**8:15 - 8:30 WELCOME
AUDITORIUM**

9:00 - 10:30

Session 4
Motivational Speaker
Keynote: Izzy Gesell

10:45 - 12:00

Session 8
Financial Statement and Procurement Fraud
Neil Cohen, Director, Regulatory & Compliance- Mass. Office of the Inspector General

1:15 - 2:45

Session 12
Ch70/ NSS
Brian Allen, CFOO, Worcester Public Schools
Tracy Novick, Field Rep., Mass. Assoc. of School Committees

3:00 4:30

Session 16
Proper Municipal Expenditures
Powers & Sullivan (Jim Powers /Renee Davis)

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**TRACK I
GETTING STARTED**

Day 2 - Tuesday
Tuesday, March 14, 2023

**TRACK II
INTERMEDIATE TRACK**

**TRACK III
PULLING IT ALL TOGETHER**

**TRACK IV
CONTINUING EDUCATION**

8:45 - 10:15 ROOM 162-75

Session 17
Cash Reconciliation
Discussion of reconciliation process, reconciliation of cash exercises.

Kathy Butters, Donna Matarazzo

8:45 - 10:15 ROOM 165-69

Session 18
Special Topics
Perm Funds, PP TF, Offset Receipts, Interfund Borrowing, Tailings, Withholdings, Police Details, Guarantee Deposits, Fund Balance Discussion

Mimi Bernardo, Christine McCarthy

8:45 - 10:15 ROOM 163C

Session 19
Special Topics 2
This session reviews items of municipal finance Accountants should be familiar with, but not covered elsewhere. Topics include use of betterments; self-insured insurance funds and additional budget issues and concepts.

Wendy Nightingale, Aleesha Nunley-Benjamin

8:45 - 10:15 AUDITORIUM

Session 20
First Amendment Audit
Lauren Goldberg, Esq. KP Law

10:30 - 12:00

Session 21
Budget 1
Discussion of budget process in Massachusetts, Discuss Prop. 2 1/2 and levy limits, Town Meeting process, review of recap, monitoring of budgets and appropriations.

Shannon MacKenzie, Carrie Mazerolle

10:30 - 12:00

Session 22
School Finance Issues
School Committee responsibilities for the budget and monitoring; net school spending; use of po's; overview of EOYR's; allocation of town-side costs; Schedule 19/NSS calculation; School Choice; special situations

Rich Mathieu, Hannah York

10:30 - 12:00

Session 23
Closing the Books
Workshop to teach and give experience in how to go about "closing the books." Includes review of reconciliation of accounts; identifying reservations of fund balance; year-end matters; journal entries and trial balance

Sarah Wood, Donna Matarazzo

10:30 - 12:00

Session 24
Public Records Request
Lauren Goldberg, Esq. KP Law

1:15 - 2:45

Session 25
Special Revenue Funds 1
Discuss list of statutorily provided funds and difference between revolving and RRA funds. Exercise on posting interfund transfers. Discussion on various special revenue funds.

William Rowe, Rich Howarth

1:15 - 2:45

Session 26
Capital Projects - I
Discussion on capital project funds and purpose; exercise on recording journal entries for multi-year CPF.

Deb Gould, Colleen Wilkins

1:15 - 2:45

Session 27
Financial Reporting
Prepare fund basis balance sheet and combining stmts for certification of free cash. Calculate free cash; review of year-end checklist requirements and schedule A; how to prepare for annual audit.

Shannon Mackenzie, Ian Fortes

1:15 - 2:45

Session 28
Pension Obligation Bonds
Tony Roselli, CPA Roselli, Clark & Associates, CPAs Parker Elmore, ASA, MAAA, FCA, EA Odyssey Advisors

3:00 - 4:30

Session 29
Borrowing
Discussion of borrowing process, applicable MGL; required journal entries.

Jason Little, Stacy Ward, Carla McAuliffe

3:00 - 4:30

Session 30
Capital Projects - II
Discussion on capital project funds and purpose; exercise on recording journal entries for multi-year CPF.

Deb Gould, Colleen Wilkins

3:00 - 4:30

Session 31
Exam Review Workshop
Come with your questions!

All Teachers!

3:00 - 4:30

Session 32
ARPA 2.0
Clifton Larson & Allen Hannah York, Principal, State & Local Govt. Shawn McGoldrick, CFO, State & Local Govt.

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TRACK I GETTING STARTED	TRACK II INTERMEDIATE TRACK	TRACK III PULLING IT ALL TOGETHER	TRACK IV CONTINUING EDUCATION
Day 3 - Wednesday Wednesday, March 15, 2023			

9:00 - 10:30 ROOM 162-75

Session 33
DOR Reporting Requirements
Tom & Tony
DOR reps review reporting requirements, gateway, Schedule A, etc.

9:00 - 10:30 ROOM 165-69

Session 33
DOR Reporting Requirements
Tom & Tony
DOR reps review reporting requirements, gateway, Schedule A, etc.

8:45 - 9:15 ROOM 163C

Certification Exam

9:00 - 10:30 AUDITORIUM

Session 34
Debt Overview
Unibank Fiscal Advisory Services
Lynne Welsh -Vice President/Senior Fiscal Advisor
Ben Oglesby -Vice President/Senior Fiscal Advisor
Brianne Susel- Vice President/Fiscal Advisor

10:45 - 12:00

Session 35
DOR-Update - Director of Accounts
Deb Wagner, Director of Accounts

10:45 - 12:00

Session 35
DOR-Update - Director of Accounts
Deb Wagner, Director of Accounts

9:30 - 12:00

Certification Exam

10:45 - 12:00

Session 35
DOR-Update - Director of Accounts
Deb Wagner, Director of Accounts

EDUCATION PROGRAM NOTES: