



Auditor of State
Dave Yost

17th ANNUAL LOCAL GOVERNMENT OFFICIALS' CONFERENCE

Mayors . Council Members . Trustees
Fiscal Officers . New Fiscal Officers
Clerks . Clerk-Treasurers

HYATT REGENCY COLUMBUS, MARCH 22-24, 2016

www.ohioauditor.gov

Local Government Officials' Conference



Dave Yost • Auditor of State

Dear Local Government Official,

I hope you will join me for the 17th Annual Local Government Officials' Conference. This event provides you with an opportunity to take detailed, practical information back to your community.

The conference offers the most up-to-date information on auditing, legal and budgeting standards. Experts in these fields will deliver a variety of essential content to help you with your daily duties. Additionally, a number of seminars are scheduled on topics, including cooperative purchasing, how to prepare a budget, and legal updates for townships and villages.

Please register soon for this excellent professional development experience and unique opportunity to network with your peers from across the state.

I look forward to seeing you in March.

Sincerely,

A handwritten signature in blue ink that reads "Dave Yost".

Dave Yost
Auditor of State

COST OF CONFERENCE

One day	Two days	Three days
\$150.00	\$200.00	\$250.00

Register at: <https://ohioauditor.gov/trainings/registration.html>

Ohio Revised Code Section 117.44: provides that the necessary personal expenses incurred by the official as a result of attending the training program shall be borne by the political subdivision they represent.

Credit card payments may only be accepted during the online website registration process. Credit card payments will NOT be accepted by phone or on-site.

Make checks payable to: Treasurer of State, Josh Mandel
(Payment must be received prior to attending the conference)

Mail Checks to : Ohio Auditor of State Dave Yost

Attn: Fiscal Department
88 E. Broad St., 4th Floor
Columbus, OH 43215

(Credit card payments will not be accepted by mail or on-site)

DIRECTIONS

To reserve a room online, go to:

<https://resweb.passkey.com/go/localgov2016>

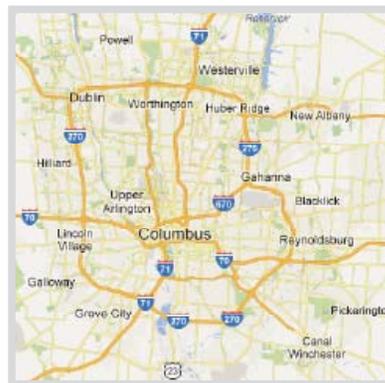
Hyatt Regency Columbus
350 N. High Street
Columbus, Ohio 43215
1-614-463-1234

North: 71 South to 670 W
Exit 4B on left to 3rd Street
Turn Right on E. Chestnut
Turn Right on N. High Street

West: 70 East to Fourth St. Exit;
North on Fourth St.;
Turn left on Nationwide Blvd.

South: 71 North to 70 East to
Fourth St. Exit;
North on Fourth St.;
Turn left on Nationwide Blvd.

East: 70 West to Fourth St. Exit;
North on Fourth St.;
Turn left on Nationwide Blvd.



ADDITIONAL INFORMATION

Conference Check-in will be on the Second floor of the Hyatt Regency

The Auditor of State Certified Public Records Training:

The Auditor of State's Open Government Unit will be offering Certified Public Records training beginning March 22, 2016, from 3:00 to 6:15 pm, space is limited. **Register online at :** <http://www.ohioauditor.gov/trainings/registration.html>
(There is no additional charge for the training program).

A Continental Breakfast will be available: Tuesday, March 22, at 8:00 am - Wednesday, March 23, at 8:00 am - Thursday, March 24, at 7:00 am
Early check-in and materials will be available on: Tuesday, March 22, from 5:00 - 7:00 pm and during check-in times noted on the conference agenda.

Hotel accommodations are available at the Hyatt Regency, 350 North High Street, Columbus, OH 43215.

To reserve a room online, go to: <https://resweb.passkey.com/go/localgov2016>

To reserve a room over the phone, call 1-614-463-1234. Please mention the Local Government Officials' Conference when reserving your room.

AOS-UAN DEMO ROOM

The AOS/UAN Demo Room will be open to conference attendees on the following dates and times:

Wednesday, March 23 from 8:00 – 10:00 am – Thursday, March 24 from 9:00 – 11:00 am. Representatives from the Auditor of State's Legal Division, Accounting and Auditing Support, Local Government Services, and Uniform Accounting Network will be available to answer questions.

WORKSHOP SCHEDULE / DAY 1 / March 22, 2016

Session Times	Townships/Special Districts	Villages/Libraries	Mayors, Council Members and Trustees
8:00 - 10:00 am	Conference Check-In		
10:00 - 11:00 am	Fund Accounting for Townships/Special Districts	Fund Accounting for Villages /Libraries	Fund Accounting for New Mayors, Council Members and Trustees
11:00 - 12:00 am	Chart of Accounts for Townships/Special Districts	Chart of Accounts for Villages /Libraries	
12:00 - 1:00 pm	Lunch		
1:00 - 3:00 pm	Basic Accounting for Townships/Special Districts	Basic Accounting for Villages /Libraries	Ohio Budgetary Law for Mayors, Council Members and Trustees
3:15 - 5:00 pm			How to Analyze Financial Reports

WORKSHOP SCHEDULE / DAY 2 / March 23, 2016

Times	All Attendees	All Attendees	All Attendees	All Attendees	All Attendees	All Attendees	All Attendees	Mayors, Council Members and Trustees
9:00 - 10:00 am	Conference Check-In							
10:00 - 11:00 am	Shared Services	The "New" ORC 718 – What You Need to Know About Municipal Income Tax	Bidding - How to Prepare and Advertise Bids	Data Analysis and Financial Planning	Capital Asset Management Maintaining and Reporting Capital Assets	Merchant Services and Revenue Collection	Small Government Investment Options	County Land Banks and Their Impact in Ohio's Communities
11:00 - 12:00 pm	How To Organize Your Files	UAN Services for New Fiscal Officers	Legislative Update for Villages	Form 1099 Requirements and Depositing Rules on Form 941	Just the Basics: Records Management for Local Governments	Fair Labor Standard Law	Dealing with a County Auditor/ Budget Commission	I'm a Trustee or Council Member - which UAN Reports should I request?
12:00 - 1:00 pm	Lunch Speaker: Dave Yost, Ohio Auditor of State							
1:15 - 2:30 pm	Ohio Budgetary Law	Update State Fire Marshal: 2017 Ohio Fire Code Revision Process and the Ohio Fire Incident Reporting System	The Current Cyber Threat Landscape	The Affordable Care Act: How Are We Doing?	Grant Writing 101: Finding the Right Funder	UAN Update	Audit Update	Community Improvement Corporations (CIC's)
2:45 - 3:45 pm		Surviving and Thriving in the Social Media Rabbit Hole	Grant Writing 102: Writing a Winning Proposal	Form 1099 Requirements and Depositing Rules on Form 941	Unemployment Compensation	Producing External Reports on UAN	Crisis Communication	Conducting an Effective Meeting
4:00 - 5:00 pm	How to Deal with Difficult Employees	Hinkle Annual Financial Data Reporting System	Preparing For Your First Audit	Legislative Update for Townships	How to Dispose of Government Property	Inter and Intra-Fund Transfers	Ohio RCAP Program: Highlights for Small Governments	Effective Decision Making

WORKSHOP SCHEDULE / DAY 3 / March 24, 2016

Times	All Attendees	All Attendees	All Attendees	All Attendees	All Attendees	All Attendees	Mayors, Council Members and Trustees	
7:00 - 8:00 am	Conference Check-In							
8:00 - 9:00 am	Ohio BWC Update	New Training Requirements	Legal Update for Townships	Legal Update for Villages	The Ohio Ethics Law: Can I Do That?	Cemeteries	Selling a Levy	
9:15 - 10:30 am	How To Analyze Your Financial Reports	Duties of a Village Clerk	Duties of a Township Fiscal Officer	Sunshine Law		Hinkle Annual Financial Data Reporting System	Managing Your Public Perception	
10:45 - 12:00 pm	Ohio Police & Fire Reporting Update	Duties of a Village Clerk	Duties of a Township Fiscal Officer	OPERS Update New Fiscal Officers	How To Organize Your Files	Borrowing for Small Governments	Drafting Resolutions and Ordinances	
12:00 - 1:00 pm	Lunch							
1:00 - 2:15 pm	Producing External Reports on UAN	Utilizing the State's Cooperative Purchasing Power	The Ohio Ethics Law: Can I Do That?	OPERS Update Experienced Fiscal Officers	Best Practices in Energy Procurement: Reverse Auctions and The EMEX process	Compliance Supplement Update	Mastering Executive Sessions	
2:30 - 3:30 pm	UAN Budget	How to Build a Budget		Understanding Findings for Recovery	Disaster Recovery and Business Continuity	Sunshine Law	Robert's Rules of Order	