



Auditor of State  
Dave Yost

**15<sup>th</sup> ANNUAL  
LOCAL GOVERNMENT OFFICIALS'  
CONFERENCE**

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

HYATT REGENCY COLUMBUS, MARCH 5-6, 2014

[www.ohioauditor.gov](http://www.ohioauditor.gov)

# LOCAL GOVERNMENT OFFICIALS' CONFERENCE



Dave Yost • Auditor of State

Register at: [www.ohioauditor.gov/trainings/registration](http://www.ohioauditor.gov/trainings/registration)

Cost of Conference:	Early Bird Registration on or before February 21	Regular Registration after February 21
One day	\$125.00	\$150.00
Two day	\$175.00	\$200.00

Dear Local Government Official,

I hope you will join me for the 15th Annual Local Government Officials' Conference. This two-day event provides valuable information for public officials to take back to their communities.

Like years past, this conference will provide you with the most up-to-date information on auditing, legal and budgeting standards. Experts in these fields will deliver essential content to help you with your daily duties. Additionally, a number of seminars will be offered, including ways to reduce costs, an Affordable Care Act update, and the pros & cons of social media. Please register soon for this excellent professional development experience and unique opportunity to network with your peers from across the state.

I am pleased to be a part of this year's conference and look forward to seeing you in March.

Sincerely,

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

Dave Yost  
Auditor of State

### Make checks payable to:

Treasurer of State, Josh Mandel (credit cards are not accepted).

### Mail payments to:

Ohio Auditor of State Dave Yost  
Attn: Fiscal Department  
88 E. Broad St., 4<sup>th</sup> Floor  
Columbus, OH 43215

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**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.

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### DIRECTIONS:

[www.columbusregency.hyatt.com](http://www.columbusregency.hyatt.com)

Hyatt Regency Columbus  
350 N. High Street  
Columbus, Ohio 43215  
(800) 223-1234 / (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.



## WORKSHOP SCHEDULE - DAY 1 - March 5, 2014

Register online at: [www.ohioauditor.gov/trainings/registration](http://www.ohioauditor.gov/trainings/registration)

Session Times						New Township Fiscal Officers Only	New Village Clerk Only	
8:00 - 10:00 am	<b>Conference Check-In</b>						<b>ALL DAY SESSIONS</b> • Basic Accounting • Fund Accounting • Chart of Accounts • <b>ALL DAY</b>	<b>ALL DAY SESSIONS</b> • Basic Accounting • Fund Accounting • Chart of Accounts • <b>ALL DAY</b>
10:00 - 10:50 am	Transfers/Advances	Ways to Reduce Costs	Fiscal Emergency: How We Got In & How We Got Out	Star Ohio/Star Plus	Merges & Dissolutions	UAN Budget		
11:00 - 11:50 am	Ohio Ethics Law: Can I Do That?	Ways to Reduce Costs	Proposed Income Tax Legislation	Saving Your Government Money Through Cutting Personnel Costs	Land Banking in Franklin County			
12:00 - 1:00 pm	<b>Lunch Speaker: Dave Yost, Ohio Auditor of State</b>							
1:15 - 2:15 pm	How to Analyze UAN Financial Reports	Preparation of Minutes	Small Government GFOA Program	How to Organize Your Files	Annexation	IRS-Taxable Fringe Benefit		
2:30 - 3:30 pm	I'm a Trustee or Council Member: Which UAN Reports Should I Request?	RCAP	Force Accounts	The Need for 5-Year Planning	Cemeteries	IRS-Taxable Fringe Benefit		
3:45 - 5:00 pm	Debt-What types can be issued, terms, and process	Ohio Solid Waste Law Update	OPERS Update		Finding Gold - Locating Funding for Energy Efficiency Projects Within Your Existing Budget	Payroll 101		

## WORKSHOP SCHEDULE - DAY 2 - March 6, 2014

Register online at: [www.ohioauditor.gov/trainings/registration](http://www.ohioauditor.gov/trainings/registration)

7:00 - 8:00 am	<b>Conference Check-In</b>						
8:00 - 9:00 am	UAN Accounting & Payroll	Basic Policies for Small Governments	How Do I Record?	Ohio Budgetary Law	Legislative Update	Time Management	AOS Bulletin Review
9:15 - 10:30 am	Audit Update	Records Retention	Utilizing the State's Cooperative Purchasing Program		Duties of a Township Fiscal Officer	Duties of a Village Clerk	ODOT Road Maintenance
10:45 - 12:00 pm	Ohio Police & Fire Pension Update	ODOT Funding: How To Apply For Funding	Reconciliations	Village Handbook	Township Handbook	Affordable Care Act Update	State and Federal Loan Offerings
12:00 - 1:00 pm	<b>Lunch</b>						
1:00 - 2:15 pm	Once a Ponzi, Always a Ponzi	OPERS Update	How to Reconstruct Records	Partnerships Through Adversity: Conservancy & Local Government	Grant Writing 1	Affordable Care Act Update	UAN Budget
2:30 - 3:30 pm	Legal Update for Villages	Legal Update for Townships	Managing and Protecting E-Records	Utilizing Social Media in Government	Grant Writing 2	Local Requirements on Oversized Vehicle Permits	

# ADDITIONAL INFORMATION

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**Conference Check-in will be on the lower level of the Hyatt Convention Center**

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## **The Auditor of State Certified Public Records Training:**

The Auditor of State's Open Government Unit will be offering Certified Public Records training March 4, 2014 beginning promptly at 3:00 pm to 6:15 pm . Space is limited. Register online.

[www.ohioauditor.gov/trainings.html](http://www.ohioauditor.gov/trainings.html)

(There is no additional charge for this training program.)

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## **A Continental Breakfast will be available:**

**Wednesday**, March 5 at 8:00 am and **Thursday**, March 6 at 7:00 am

**Early check-in and materials will be available on:**

**Tuesday**, March 4 from 4:00 pm – 7:00 pm and during check-in times noted on the conference agenda.

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**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/LGOC14>.

To reserve a room over the phone, call 800-223-1234 or (614) 463-1234.

Please mention the Local Government Officials' Conference when reserving your room.

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# AOS/UAN DEMO ROOM

## **The AOS/UAN Demo Room:**

Open to conference attendees on the following dates and times:

**Wednesday**, March 5, from 8:00 am – 10:00 a.m. and **Thursday**, March 6, from 9:00 – 11:00 am

UAN staff will be available to answer questions and address any UAN issues.

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## **Auditor of State Q&A**

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 individual questions:

**Wednesday**, March 5, from 8:00 am – 10:00 am and **Thursday**, March 6, from 9:00 am – 11:00 am .

These sessions will take place in the AOS/UAN Demo Room.