



Auditor of State  
Dave Yost

# 16<sup>th</sup> ANNUAL LOCAL GOVERNMENT OFFICIALS' CONFERENCE

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

HYATT REGENCY COLUMBUS, APRIL 1-2, 2015

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

# LOCAL GOVERNMENT OFFICIALS' CONFERENCE



Dave Yost • Auditor of State

Dear Local Government Official,

I hope you will join me for the 16th Annual Local Government Officials' Conference beginning April 1, 2015. The two-day event offers detailed, practical information for your community.

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 with your daily duties. Seminars will discuss new programs such as the Auditor of State's Annual Financial Data Reporting System, the ShareOhio initiative and an update on municipal income tax reform.

Please register soon for this outstanding professional development and networking experience. I look forward to seeing you in April.

Sincerely,

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

Dave Yost  
Auditor of State

Cost of Conference:	Early Bird Registration on or before March 20	Regular Registration after March 20
One day	\$125.00	\$150.00
Two day	\$175.00	\$200.00

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.

**New!** Now accepting credit cards!  
Credit card payments may only be accepted during the online website registration process. Credit card payments will NOT be accepted by phone or in person.

**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., 4<sup>th</sup> Floor  
Columbus, OH 43215

(Credit card payments will not be accepted by mail)

## DIRECTIONS

**To reserve a room online, go to:**

<https://resweb.passkey.com/go/LocalGovernmentConference2015>

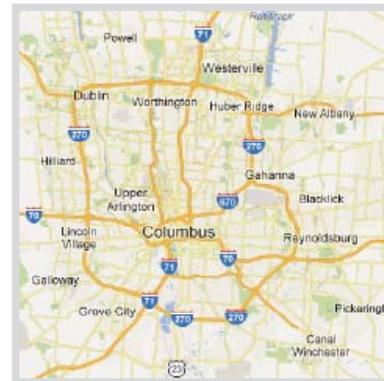
Hyatt Regency Columbus  
350 N. High Street  
Columbus, Ohio 43215  
1-614-463-1234

**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.



## WORKSHOP SCHEDULE / DAY 1 /April 1, 2015

Session Times							New Township Fiscal Officers Only	New Village Clerks Only
8:00 - 10:00 am	<b>Conference Check-In</b>						<b>ALL DAY SESSIONS</b>	<b>ALL DAY SESSIONS</b>
10:00 - 11:00 am	Asset Management & Insurance Valuation	Small Government Investment Options	How to Analyze Your Financial Reports	Psychology of Financial Scams	Zoning for Townships	Road Maintenance Agreement	•	•
11:00 - 12:00 pm	Municipal Income Tax Reform Update	Working with your County Auditor	Legislative Update for Municipalities	Selling a Levy/Tax Increase in Difficult Times	Zoning for Villages	Auditor of State's Annual Financial Data Reporting System (AFDRS)	Basic Accounting	Basic Accounting
12:00 - 1:00 pm	<b>Lunch Speaker: Dave Yost, Ohio Auditor of State</b>						•	•
1:15 - 2:15 pm	Update on Workers' Comp	Drafting Resolution and Ordinance	Managing Your Public Perception	<b>LEAN Ohio</b>	Form 941 Depositing Rules and Form 1099 Requirements	Village/Township Funds and How They May be Expended	Fund Accounting	Fund Accounting
2:30 - 3:30 pm	STAR Ohio/ STAR Plus	Cemeteries	Records Retention	Benefits of a Five Year Plan	Form 941 Depositing Rules and Form 1099 Requirements	Share Ohio	Chart of Accounts	Chart of Accounts
3:45 - 5:00 pm	Payroll 101	Protecting Your Entity While Conducting Business Online	Reconciliations		UAN Budget	Audit Update	<b>ALL DAY SESSIONS</b>	<b>ALL DAY SESSIONS</b>

## WORKSHOP SCHEDULE / DAY 2 /April 2, 2015

7:00 - 8:00 am	<b>Conference Check-In</b>						
8:00 - 9:00 am	How To Record	How RCAP (Rural Community Assistance Program) Can Assist Your Community	OWDA	Annexations	Benefit of Performance Audits	How to Deal with Difficult Employees	Mobile Device Trends in Local Government
9:15 - 10:30 am	Affordable Care Act	Economic Impact of Oversized/Overweight Vehicles	Duties of a Village Clerk	Utilizing the State's Cooperative Purchasing Program	Cyber Theft	Duties of a Township Fiscal Officer	Legislative Update for Townships
10:45 - 12:00 pm	Ohio Police & Fire Pension Update	UAN Update	Duties of a Village Clerk	Funding Opportunities for Transportation Infrastructure	OPERS Update for New Fiscal Officers/ Village Clerks	Duties of a Township Fiscal Officer	Human Resource Management
12:00 - 1:00 pm	<b>Lunch</b>						
1:15 - 2:30 pm	GASB 67 & 68	How To Organize Your Files	Utilizing Social Media in Government	Grant Writing I: Finding Funding	Legal Update for Villages	Legal Update for Townships	Ohio Budgetary Law
2:45 - 3:45 pm	Robert's Rules of Order	I'm a Trustee or Council Member, which UAN Reports should I request?	Sunshine Law	Grant Writing II: Writing Successful Proposals	Update on Oil and Gas Leases	Basic Policies for Small Government	

# ADDITIONAL INFORMATION

**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 beginning March 31, 2015, from 3:00 p.m. to 6:15 p.m. Space is limited. Register online.

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

(There is no additional charge for this training program)

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**A Continental Breakfast will be available:**

**Wednesday**, April 1, at 8:00 a.m. - **Thursday**, April 2, at 7:00 a.m.

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

**Tuesday**, March 31, from 5:00 p.m. – 7:00 p.m. 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/LocalGovernmentConference2015>

To reserve a room over the phone, call 1-614-463-1234.

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

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## AOS/UAN DEMO ROOM

**The AOS/UAN Demo Room**

will be open to conference attendees on the following dates and times:

**Wednesday**, April 1, from 8:00 a.m. – 10:00 a.m. and **Thursday**, April 2, from 9:00 – 11:00 a.m.

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 on:

**Wednesday**, April 1, from 8:00 a.m. – 10:00 a.m. and **Thursday**, April 2, from 9:00 a.m. – 11:00 a.m. to answer individual questions.

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