

**MTAW New Treasurer Workshop**

**Wednesday, September 24, 2014  
The Heidel House Resort – Green Lake, WI**

<b>9:00 a.m. - 9:20 a.m.</b>	<b>REGISTRATION</b> Coffee, tea, juice and muffins
<b>9:30 a.m.</b>	<b>WELCOME</b>
<b>9:35 a.m. – 10:45 a.m.</b>	<b><u>Basic Duties of the Treasurer</u></b>  <b><u>Budget Preparations</u></b> Statutory Requirements  Public Hearing Notice  Levy Limits  Expenditure Restraint Program (ERP)  <b><u>Tax Incremental Financing District</u></b> TIF District Criteria Matrix TIF Calculation Worksheet – <b>Actual exercise</b>
<b>10:45 a.m. – 11:00 a.m.</b>	<b>BREAK</b>
<b>11:00 a.m. – Noon</b>	<b><u>Calculating Your Tax Rate</u></b>  <b><u>Lottery Credit</u></b>  <b><u>Understanding the Tax Bill</u></b>  <b><u>Taxes</u></b> Statement of Taxes - <b>Actual exercise</b>  <b><u>Payment Options</u></b>
<b>12:00 p.m. - 12:45 p.m.</b>	<b>LUNCH</b> Tuscan Rubbed Chicken Breast, Red Potatoes, and Vegetables
<b>12:45 p.m. - 2:00 p.m.</b>	Session Continues  <b><u>Tax Settlement</u></b>  <b><u>Banking Services and Public Depository Resolution</u></b>  <b><u>Investments</u></b>  <b><u>Preparing for an Audit</u></b>



2:00 p.m. – 2:15 p.m.

**BREAK**  
Cookies

2:15 p.m. – 4:00 p.m.

**Session Continues**

**Payment of Bills**

**Delinquent Personal Property Taxes**

**Tax Refund Interception Program (TRIP)**

**Open Discussion - Questions**

**Complete Evaluation Forms**

**Presentation by MTAW President Cindy Hegglund**

**Membership**

**Certification**

**Maintaining Certification**

**A block of rooms has been set aside for Tuesday night, September 23. To make room reservations, please call the Heidel House at 800-444-2812. Single Rooms are Single \$70; Double \$92 (Room Block Code MTAW) room reservations are the responsibility of the attendee.**

**Please note: This registration and information applies only to the New Treasurers Workshop. REGISTRATION FOR THE FALL CONFERENCE IS SEPARATE.**

**Registration and cancellation deadline for the New Treasurers Workshop is Friday, August 29, 2014. A minimum of 20 people is needed in order for the class to be held. Please reserve your space as soon as possible.**

### **2015 Fall Conference Committee**

I am looking for members to help with the 2015 Fall Conference that will be held in La Crosse at the Radisson. This a great opportunity to earn points towards your experience points for MTAW Certification. It is also a lot of fun! Please email me if you are interested at [rusch@tomahonline.com](mailto:rusch@tomahonline.com). I plan on having a short planning meeting at the 2014 conference in Green Lake.

Julia Rusch  
2015 Fall Conference Chair



**New Treasurers Workshop Registration Form  
Registration Deadline August 29, 2014**

Name:		Title:	
Municipality:			
Address:			
Phone:		Fax:	
Email address:			
Cost	Member of MTAW	\$40 per person	\$ _____
	Non-Member of MTAW	\$60 per person	\$ _____
	Total Due		\$ _____

Send your registration form with check remitted to MTAW to:

**MTAW  
Terry Estness, Executive Secretary  
2408 North 67<sup>th</sup> Street  
Wauwatosa, WI 53213**

Questions? [Mta-wi@att.net](mailto:Mta-wi@att.net)  
414/453-1442 (v)  
414/453-0526 (f)

**MTAW Pre-Conference Treasurer Workshop  
Wednesday, September 24, 2014**



The workshop will provide a day-long session covering materials such as; Basic Duties of the Treasurer, Budget Preparations, Tax Incremental Financing District, Calculating Your Tax Rate, Statement of Taxes, Payment Options, Tax Settlement, Lottery Credit, Delinquent Personal Property Taxes, Banking Services, Public Depository Resolution Investments, Preparing for an Audit, Tax Refund Interception Program (TRIP) and in conclusion a question and answer session.

The panel members are representatives of a town, village and city, thus providing a background of experience and expertise for an educational day-long session.

Please remember sign up for the session is separate from the Fall Conference registration.

