



NICOLET
COLLEGE

WORKFORCE & ECONOMIC
DEVELOPMENT

Work Smarter.

Professional Development Workshop for Municipal Treasurers and Clerks

In cooperation with District VIII of the Municipal Treasurers Association of Wisconsin

Friday, August 21, 2015

9 am – 2 pm

Nicolet College – Rhinelander

Northwoods Center 207

Section #3172

Fee: \$35 (includes continental breakfast, lunch, and materials)

AGENDA

- | | |
|---------------------|--|
| 9:00 – 9:15 am | Networking, continental breakfast, and welcome |
| 9:15 – 10:30 am | How to Record and Clear a Tax Roll
<i>Wendi Unger, CPA and Partner</i>
<i>Baker Tilly Virchow Krause, LLP</i> |
| 10:45 – 11:45 am | Time and Stress Management
<i>Jamie Burkart, Adjunct Instructor, Nicolet College</i> |
| 11:45 am – 12:30 pm | Lunch |
| 12:30 – 2:00 pm | Using MS Excel to Manage and Reconcile the Tax Roll
<i>Jamie Burkart</i> |

For more information: Contact Toni Larsen at 715.365.4425 or tlarsen@nicoletcollege.edu

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Register by phone: 715.365.4493 or 800.544.3039 ext. 4493 | TTY: 800.947.3529 or 711
Register by mail: Please use the separate registration form.

SESSION DESCRIPTIONS

How to Record and Clear a Tax Roll

One of the more challenging areas for some municipal governments is the recording and clearing of their annual tax roll. This session will provide you with a list of the items needed to do both, templates to use, sample journal entries and a real life example that we will walk through step by step.

Time and Stress Management

Municipal treasurers and clerks face cyclical job demands that can be difficult to meet at times. Learn practical strategies for coping during high-stress periods, getting a handle on underlying causes of worry and stress, and tips for dealing with difficult people and situations

Using MS Excel to Manage and Reconcile the Tax Roll

Get hands-on practice in managing and reconciling the tax roll using MS Excel. Why reinvent the wheel when you can use our ready-made templates?

Continuing Education Registration Form

PLEASE PRINT

Office Use Only

 First Name MI Last Name Social Security # or Nicolet Student ID #

 Home Mailing Address City State Zip

 Phone: Home Phone: Cell Work County of Residence Municipality of Residence (Township/Village/City) Date of Birth

Gender: Male Female Email Address: _____ High school district where you currently reside: _____

THE FOLLOWING INFORMATION IS FOR STATE REPORTING PURPOSES. INFORMATION PROVIDED WILL NOT INFLUENCE COURSE ADMISSION.

Ethnicity: Are you Hispanic or Latino (regardless of race)? Yes No

Race: (Check all that apply) American Indian or Alaska Native Asian Black or African American Native Hawaiian or other Pacific Islander White

Highest Educational Grade Completed: _____ Year of High School Graduation/GED/HSED: _____

Highest Credential Earned: No Credential GED HSED HS Diploma Some College Short-Term Diploma 1-Year Diploma
 2-Year Diploma Associate Degree Associate Degree + Additional Credential Baccalaureate More than Baccalaureate

Class Title/Catalog Number	Section Number	Dates	Day(s)	Time	Location	Fee/Sr. Fee*
Professional Development for Municipalities	3172	8/21/15	Fri	9 am – 2 pm	NC209	\$35 (\$22.41*)

FEES ARE DUE WITH REGISTRATION *Senior Fee applies to students age 62 and over for Continuing Education classes only	TOTAL FEES	
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PAYMENT METHOD: Check/Money Order (Payable to Nicolet College) Master Card Visa Discover

MAIL TO:
 Nicolet College
 Attn: Welcome Center
 PO Box 518
 Rhinelander, WI 54501

Card Account Number: _____ - _____ - _____ - _____

Expiration Date: ____/____/____

Verification Code: _____ - _____ (from signature line on back of credit card)

Cardholder Signature: _____

For More Information: Call 715.365.4493 or 800.544.3039 ext 4493