

**MTAW Spring Conference**  
**“GO GREEN”**  
**Radisson Paper Valley, Appleton**  
**April 21 – 22, 2016**

**Thursday, April 21**

**7:15 – 8:00 Continental Breakfast: Bagels, Assorted Whole Fruit, and Fruit Juice**

**8:00 – 8:15 Welcome**  
*Mayor Timothy Hanna, City of Appleton*

**8:15 – 9:45 Do You Owe Green? – Wisconsin Sales Tax .75 CPFA Point**  
*Russell Bredeson, WI DOR*

This seminar covers common taxable sales by governmental entities as well as whether these sales require you to be registered to collect sales tax.

**9:45 – 10:15 Break**

**10:15 – 11:45 Reduce Your Risk – Understanding Internal Controls and Fraud Risks .75 CPFA Point**

*Dave Maccoux, Schenck*

Any organization can be susceptible to fraud. As governments increase their focus on identifying fraud risks, efforts to improve measures to detect, deter and prevent fraud will become more common. This session will focus on understanding and enhancing your system of internal controls to better manage your fraud risks and identify early warning signs of fraud.

**11:45 – 12:15 MTAW Annual Business Meeting**

**12:15 – 1:00 Lunch – Pasta Buffet**

**1:00 – 2:00 Renew your Knowledge - Wisconsin Department of Revenue Update .50 CPFA point**

*Valeah Foy, Director, Local Government Services*

What is the latest and greatest occurring at the State of Wisconsin that could impact municipal treasurers?

**2:00 – 2:30 Break**

**2:30 – 4:30 Save Green....Time is Money - Advanced Excel, including tips & tricks 1.0 CPFA Point, 2.0 ACPFA points**

*Chad Jarvi, Civic Systems*

Find ways to better use Excel to make more informed decisions. This session will concentrate on Excel tips and tricks for the beginner to the more advanced Excel user. There is a little something for everyone during this session as we go over ways to better use Excel. Join us to cover things like setting up a budget spreadsheet, conditional formatting, filtering, macros, and much more. This session will also cover how to utilize Pivot Tables in Excel to quickly and efficiently summarize a large amount of data in a way that is easy to understand. Use Pivot Tables as a way to examine trends over time and relationships between different data sets. We will cover how to import data from an outside data source, creating pivot tables, creating pivot charts, and much more.

**4:30 – 5:30      Rekindle Relationships or Start New Ones - Network with Municipal Service Providers**

(Drawings start at 5:00)

**5:30 – 6:30      Dinner**

Down Home Buffet (Salad, Chicken, Ham, Mashed Potatoes, Vegetable, Rolls and Dessert)

**6:45 – 7:45      Refresh your Spirit with Spirits - Beer & Wine Tasting at Appleton Beer Factory (See registration form)**

**8:00              Hospitality Room Opens**

**Friday, April 22**

**7:30 – 8:30      Breakfast Buffet**

**8:30 – 11:45    Protect your Green – Trends in Labor & Employment Law for Municipal Employers                                  1.5 CPFA Points**

*Nancy Pirkey and Mary Hubacher*

*Buelow Vetter Buikema Olson & Vliet, LLC*

This session will discuss a myriad of issues currently facing municipal employers. Their presentation will focus not only on the current state of the law on topics such as FMLA and Wage and hour issues, but also practical and proactive steps for municipal employers to take including an audit of Human Resources to minimize risks in personnel matters.

**11:45 - Noon    Door Prizes and Adjourn**

CPFA point assignment by Blinda Baker, CPFA Committee Chair 2/9/2016