

**Municipal Treasurer's Association of Wisconsin (MTAW)  
PRE-CONFERENCE - TREASURER WORKSHOP  
Wednesday, April 20, 2016**

The workshop will provide a daylong 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 and Public Depository Resolution, Investments, Preparing for an Audit, and Tax Refund Interception Program (TRIP). At the conclusion, there will be 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 THIS SESSION IS SEPARATE FROM THE  
CONFERENCE REGISTRATION.***

**MTAW Treasurer Workshop  
Wednesday, April 20, 2016  
Radisson Paper Valley Hotel – Appleton**

**9:00 a.m. - 9:20 a.m.            REGISTRATION (Continental breakfast included)**

**9:30 a.m.                            WELCOME**

**9:35 a.m. – 10:45 a.m.        Basic Duties of the Treasurer**

**Budget Preparations**

**Statutory Requirements**

**Public Hearing Notice**

**Levy Limits**

**Expenditure Restraint Program (ERP)**

**Tax Incremental Financing District**

**TIF District Criteria Matrix**

**TIF Calculation Worksheet – *Actual exercise***

**10:45 a.m. – 11:00 a.m.        BREAK**

**11:00 a.m. – Noon                Calculating Your Tax Rate**

**Lottery Credit**

**Understanding the Tax Bill**

**Taxes**

**Statement of Taxes - *Actual exercise***

**Payment Options**

**12:00 p.m. - 12:45 p.m.        LUNCH**

12:45 p.m. - 2:00 p.m. Session Continues

Tax Settlement

Banking Services and Public Depository Resolution

Investments

Preparing for an Audit

2:00 p.m. – 2:15 p.m. BREAK

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 Julia Mann

**PLEASE BRING A CALCULATOR TO THE SESSION**

Please note: **This registration and information applies only to the Treasurers Workshop.** REGISTRATION FOR THE FALL CONFERENCE IS SEPARATE. Registration and cancellation deadline for the New Treasurers Workshop is Friday, March 18, 2016. A minimum of 20 people are needed in order for the class to be held. Please reserve your space as soon as possible.

New Treasurers Workshop Registration Form - Registration Deadline <i>March 18, 2016</i>			
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) or (414)453-1442