



Budgeting and Accounting Training for Small Towns
Tuesday, September 26 and Wednesday, September 27, 2023
Howard G. Sackett Technical Center, 5836 St. Rt. 12, Glenfield, NY 13343



Instructor Laird Petrie will provide two-day, comprehensive training on town governments requirements and regulations related to budgeting and account.

Who Should Attend:

Day One is designed to cover topics that will be beneficial for elected town officials as well as bookkeepers, accountants and comptrollers.

Day Two is designed to assist town bookkeepers, accountants and comptrollers to record day-to-day financial transactions and generate necessary financial reports to the town board and outside agencies.

Cost: \$75 for a one-day registration; \$125 for a two-day registration. Both days include continental breakfast and lunch. Materials also included. **No refunds.**

Register at [THCBudgetSchool.eventbrite.com](https://www.thcbudgetschool.eventbrite.com) **no later than September 15**. We encourage people to register early, as space is limited!

Questions? Call the Tug Hill Commission, (315) 785-2380.

Accommodations: The Edge Hotel, 3952 St. Rt. 12, Lyons Falls, NY 13368 has reserved 10 rooms the evening of September 26 at \$89 per night plus tax for attendees. Call (315) 348-4211 and ask for the Tug Hill Commission block rate. Rooms must be reserved by August 26 to guarantee pricing.

Instructor: Laird Petrie

Prior to retiring in 2021 Laird worked as a municipal auditor for the State Comptroller's Office in the Syracuse Regional Office for 27 years. During his career with OSC Laird conducted and supervised audits of local governments and school districts in an eight-county region of Central NY. Laird served as the technical assistance coordinator for the Syracuse office and conducted numerous training sessions for both OSC staff and local officials. During this period Laird was often called upon to be an instructor for the basic and intermediate accounting schools offered by OSC. Laird was also a frequent presenter at various local government conferences sponsored by the NYS Association of Towns (AOT), New York Conference of Mayors (NYCOM) and the Tug Hill Commission. Prior to joining OSC in the early 1990s Laird worked as a Tug Hill Commission circuit rider for a 14-town council of governments (COG) and attended town board meetings and provided training and technical assistance when requested. Since retirement in 2021 Laird has been providing technical assistance and training to towns and villages in a four-county area through a contract with the Tug Hill Commission.



Description:

New York State laws require local governments to adopt annual budgets that establish appropriations as a means of providing control over amounts that may be expended. The Office of State Comptroller (OSC) requires local governments to utilize an accounting system that provides for the integration of the annual budget into the accounting records to provide control over authorized expenditures. In addition, local government accounting systems must be operated on a fund basis allowing for a segregation of revenues and expenditures intended to carry on specific governmental activities or attain certain objectives in accordance with special regulations, restrictions or limitations. For these reasons, it is imperative that officials responsible for developing budgets and maintaining accounting records are knowledgeable about these regulations and restrictions.

Because towns often contain villages and special districts within their boundaries which constitute separate tax bases, their budgets and accounting systems are significantly more complex than that of other local governments. Accounting schools offered by OSC are open to officials from all classes of local governments and school districts and therefore these schools adopt a "one-size fits all" approach to teach budgeting and accounting to attendees that generally have vastly different budgeting and accounting requirements. As a result, it is difficult for instructors to focus on the needs of one type of local government such as a town. This two-day training is designed specifically to address the unique budgeting and accounting needs of towns.

Due to the large amount of material that will be presented and the short amount of time available to present it in, bookkeepers and accountants should possess a basic knowledge of double-entry accounting. However, upon registering for this training, basic double-entry accounting reference material can be provided in advance of the training to assist in obtaining this prerequisite. A more comprehensive training manual will be provided to all attendees at the beginning of Day One.

Note: Although this training is designed to meet the unique budgeting and accounting needs of towns, much of what will be covered will also be applicable to the budgeting and accounting needs of villages.

Training Schedule:

Day One: 8:30 a.m. to 4:30 p.m. with one hour lunch and scheduled breaks

- Overview of the accounting system required by OSC;
- Various funds and their purpose;
- The Uniform System of Accounts (USA) required by OSC;
- The annual budget process (developing, adopting and monitoring);
 - Town-wide vs Part-town revenues and expenditures
- Tax Cap filing and compliance;
- Effective fund balance management;
- Reserve funds.

Day Two: 8:30 a.m. to 4:30 p.m. with one hour lunch and scheduled breaks

- Required journals and ledgers;
- Budget entries;
- Cash disbursement entries;
 - Audited vouchers and approved abstracts
 - Payrolls
 - Other
- Cash receipt entries (various revenue sources);
- Interfund entries (loans and transfers);
- Reserve fund entries,
- Capital project entries;
- Debt payment entries;
- Closing entries;
- Filing the Annual Update Document (AUD) with OSC