



# Bulletin

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**2010 -04B**

**TO:** Selectmen, City/Town Councils, Mayors, Accountants/ Auditors,  
Assessors, Treasurers, Collectors, Finance Committees,  
Finance Directors, City/Town Managers,

**FROM:** Robert G. Nunes, Deputy Commissioner and Director of Municipal Affairs

**DATE:** May 6, 2010

**SUBJECT:** New Officials Finance Forum

The Division of Local Services will offer a seminar for recently elected or appointed local municipal finance officials on Wednesday, June 2, 2010 at the College of the Holy Cross, Hogan Campus Center, 1 College Street, Worcester MA. With an emphasis on the basics, this course is designed to foster a team approach to municipal finance by developing an understanding of the responsibilities of the various offices as well as their interrelationships.

The day will begin with Deputy Commissioner Robert Nunes' opening remarks and overview of Local Services. Topics presented during this day long seminar will include: overview of municipal government; the budget process; tax recapitulation process and reserves and debt policies. Navjeet Bal, Commissioner of the Department of Revenue will kick off the afternoon session.

There will be tables in the lounge staffed with subject matter experts. We hope you will take time either before the seminar begins or during your coffee break to visit Don Reynolds and Lisa Juskiewicz of DLS, who will be demonstrating the Gateway system, as well as a representative from the Operational Services Division (OSD) to discuss procurement services available to cities and town.

Check-in begins at 8:15 am. The seminar will begin promptly at 8:45 am and end at approximately 3:30 pm. Advance registration is required and seating is limited; registrations must be received by Friday, May 21, 2010. If you have any questions, contact Donna Quinn, Training Coordinator, at 617-626-3838 or by email at [quinnd@dor.state.ma.us](mailto:quinnd@dor.state.ma.us).

**NEW OFFICIALS FINANCE FORUM 2010  
REGISTRATION FORM**

**HOGAN CAMPUS CENTER, THE COLLEGE OF THE HOLY CROSS  
ONE COLLEGE STREET, WORCESTER MA  
WEDNESDAY, JUNE 2, 2010                      8:15 AM TO 3:30 PM**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address 1: \_\_\_\_\_ Address 2: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Date of Election \_\_\_\_\_ Current  
Or Appointment: \_\_\_\_\_ Community: \_\_\_\_\_

Position (please circle):    Accountant/Auditor      Finance Committee      Selectman/Mayor  
Treasurer/Collector      Assessor/Assistant Assessor      City/Town Administrator

If other, please specify: \_\_\_\_\_

Please print clearly

A **separate form** is required for **each individual** attending from your office.

Seating is limited – please register early

The cost of the seminar is \$35 and includes a continental breakfast, luncheon and the handbook.  
Make checks payable to: Commonwealth of Massachusetts  
Mail your check with a completed form for each registrant to:

Training Coordinator  
Division of Local Service  
PO Box 9569  
Boston, MA 02114 – 9569

**Walk-in registrations will not be admitted**

**Cash, credit cards and purchase orders can not be accepted**

**REGISTRATIONS MUST BE RECEIVED BY FRIDAY, MAY 21, 2010**