



Bulletin

2011 -06B

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: April 21, 2011

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 1, 2011 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: an overview of municipal government; the budget process; the 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 the break to stop by to visit DLS staff as well as staff from the Operational Services Division (OSD). OSD staff will provide information on procurement services available to cities and towns.

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 20, 2011. If you have any questions, contact Donna Quinn, Training Coordinator, at 617-626-3838 or by email at dlswebcontacts@dor.state.ma.us.

**NEW OFFICIALS FINANCE FORUM 2011
REGISTRATION FORM**

**HOGAN CAMPUS CENTER, THE COLLEGE OF THE HOLY CROSS
ONE COLLEGE STREET, WORCESTER MA
WEDNESDAY, JUNE 1, 2011 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 Or Appointment: _____ Current 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

Included in the **registration fee of \$50** is a continental breakfast, lunch and all seminar material.

Make checks payable to: Commonwealth of Massachusetts
Mail your check with a completed form for each registrant to:

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

Walk-in registrations will not be admitted

Cash and purchase orders can not be accepted

REGISTRATIONS MUST BE RECEIVED BY FRIDAY, MAY 20, 2011