

MUNICIPAL BUDGETING & FINANCE WORKSHOP

COURSE DESCRIPTION

The goal of this Budgeting & Finance Workshop is to illustrate to the public works employee the basic timeline of the budgeting process, understand the basis of limits on a general fund budget as well as to create a thorough understanding of how to develop a defensible capital budget and operating budget. The process and approval of the budget can vary between organizations depending on the administrative composition. However, the principles behind the development of capital budgets and operating budgets remain the same. Massachusetts finance laws create the basis for how limits are set on budgets. During this course we will explore these budget limitations and how they can dictate the annual finances.

This workshop also reflects on important planning tools utilized to create successful and defensible capital and operating budgets. More importantly it focuses on the development of a comprehensive multi-year capital improvement plan and a well-documented, itemized operating budget.

TARGET AUDIENCE

Anyone who currently supervises, manages or directs public works professionals as well as individuals who want to become supervisors, managers or directors.

INSTRUCTOR

Dan Nason

Dan has over 22 years of experience as a Civil Engineer in both the private and public sectors. He has spent the last 14 years as a Public Works Director with various communities in Massachusetts. Prior to his public service Dan worked as a civil/site engineer for various small firms in central Massachusetts and was the National Engineering Manager for a technology transfer company focused on manufactured stormwater quality and treatment devices. He is currently the Public Works Director in Sudbury, MA.

January 15, 2020

Town of Acton Public Safety Facility Emergency Ops Center, 371 Main Street, Acton

February 6, 2020

Franklin DPW Training Room, 257 Fisher Street, Franklin

February 26, 2020

Bridgewater State Cape Cod Campus, 1175 Route 28, South Yarmouth

March 4, 2020

FRCOG William Allen Community Meeting, 1st Floor of John Olver Transit Center, 12 Olive Street, Greenfield

Attendees will have to pay for parking. Parking is available in the new Olive Street Municipal Parking Garage across from the Transit Center, at metered parking on Bank Row and Hope Streets, or in the municipal lots on Hope Street or behind Town Hall. DO NOT park in the temporary parking area at the Transit Center, you will be ticketed/towed

March 17, 2020

Shrewsbury Town Hall, Selectmen's Meeting Room, 100 Maple Avenue, Shrewsbury

April 23, 2020

Great Barrington Fire Department, 37 State Road, Great Barrington

REGISTRATION FEE:

Public Sector Only: \$35.00

This event is accessible to people with disabilities and individuals with limited English proficiency. If you need a reasonable accommodation (such as American Sign Language Interpreters, assistive listening devices, handouts in alternate formats, etc.) and/or language assistance (such as translated documents or an interpreter) to fully participate, please contact Cindy Schaedig at 413-588-4549 or cschaedig@ecs.umass.edu at least 14 days prior to the event. Such services are provided free of charge.

This Baystate Roads (LTAP) workshop is a cooperative effort of the Federal Highway Administration, the Massachusetts Department of Transportation and the University of Massachusetts Transportation Center.



Agenda

- 8:00 am Budgeting Process
 - Timeline
 - Directive
 - Meetings/Hearings
 - Approval
- 8:30 Capital Budgeting
 - Planning Tool
 - Multi-Year (5, 6, 15+ years)
 - Summary Sheets vs. Detailed Request Forms
 - Fleet Schedule / Equipment Inventory
 - Integration In Other Plans/Departments/ Divisions
- 9:45 Break
- 10:00 Operating Budget
 - General Fund
 - Levy, Levy Limit, Levy Ceiling
 - Exclusions
 - Enterprise Funds
 - Operating Capital
 - Cost Allocation to Enterprise Funds
 - Revenue Projections
 - Cost factors affecting revenue
- 11:15 Creating an Operating Budget
 - Detailed Backup Documentation
 - Review Excel Spreadsheets
- 12:00 pm End

The course counts towards
0.5 Roads Scholar Credit/0.5 CEUs

massDOT
Massachusetts Department of Transportation

U.S. Department of Transportation
Federal Highway Administration

