

MA Collectors & Treasurers Association



49th Annual School

August 13 - 16, 2019

University of MA, Amherst

TUESDAY, AUGUST 13, 2019

	TREASURER			COLLECTOR			CERTIFIED
	1st Year	2nd Year	3rd Year	1st Year	2nd Year	3rd Year	
9:00 to 10:00	Registration & Continental Breakfast 1 st Floor Concourse						
9:30 to 9:55	Orientation for First Year Attendees Steve Lonergan Hillari Wennerstrom, MCTA Executive Director						
9:30 to 9:55	Collectors & Treasurers – Preliminary Exam Review <i>(Preliminary review session for Course 900R and 950R, reserved for attendees taking the exam on Friday)</i>						
10:00 to 12:30	*101 Duties & Responsibilities	*408 Ethics - Conflict of Interest	*418 The Uniform Procurement Act Ch. 30B	*160 Duties & Responsibilities	*408 Ethics - Conflict of Interest	*418 The Uniform Procurement Act Ch. 30B	1011 Freedom of Information Act Public Records Law
12:30 to 1:30	LUNCH - Auditorium						
1:30 to 3:00	*102 Cash Control Procedures	*202 Investments	*401 Tax Rate Recap-Free Cash-Cherry Sheet	*102 Cash Control Procedures	*268 Betterments Assessments, Water, Sewer Liens Jerry Lane	*401 Tax Rate Recap-Free Cash-Cherry Sheet Andy Nelson Lisa Krzywicki	791 Current Legal and other Topics in Public Finance

WEDNESDAY, AUGUST 14, 2019

	TREASURER			COLLECTOR			CERTIFIED
	1st Year	2nd Year	3rd Year	1st Year	2nd Year	3rd Year	
8:30 to 10:00	*103A Municipal Finance Law	*203A Long Term Borrowing Overview	*301 Revenue Forecasting	*161A Property Tax Collections	*710 Deputy Tax Collector Function & Relationship	374 On-Line Payments	1012 Workplace Safety

10:00 - 10:15 **Refreshment Break Sponsor: Citizens Bank**

10:15 to 11:30	105* Cash Management	*203B Long Term Borrowing (cont'd) legal factors structuring	752 Sale/Auction Of Tax Possessions	*161B Property Tax Collections (cont'd)	*167 Municipal Lien Certificates	*364 Reconciling Tax Receivables	1015 Seasoned Treasurers/Collectors: Test Your Skills
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11:30 - 12:30 **LUNCH – Campus Center Auditorium**

12:30 to 1:30	COURSE 201* REVIEW OF NEW LEGISLATION MA Department of Revenue						
1:30 to 2:00	GENERAL ASSEMBLY - LEGISLATIVE PROGRAM REVIEW Campus Center Auditorium						

2:00 to 3:15	*104A Payroll	*203C Long Term Borrowing (cont'd) documentation; disclosure; marketing	*303A Capital Budgeting & Financing	*162A Motor Vehicle Excise	*361A Assessing Procedures	*365A Deferred Taxes	1018 TBD: Fraud
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3:15 - 3:30 **Refreshment Break**

3:30 to 4:45	*104B Payroll	*203D Long Term Borrowing (cont'd) ratings & rating agencies	*303B Cap. Budget & Financing (cont'd)	*162B Motor Vehicle Excise (cont'd)	*361B Assessing Procedures (cont'd)	*365B Deferred Taxes (cont'd)	1019 TBD: PARS
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THURSDAY, AUGUST 15, 2019

	TREASURER			COLLECTOR		
	1st Year	2nd Year	3rd Year	1st Year	2nd Year	3rd Year
8:30 to 10:00	103B* Municipal Finance Law (continued)	*108 Trust Funds	*211 Tax Foreclosure	*164 Tax Takings Forms Workshop	799 Office Operations & Best Practices	373A Bankruptcies: What a Collector Needs to Know and Do

10:00 - 10:15

Refreshment Break

10:15 to 12:00	*107 Tax Title & Interest Calculation Workshop	*207 Insurance – Chap. 32B	212 Management of Tax Possessions	*165 Interest Calculation Workshop	*775 Land of Low Value	373B Bankruptcies: What a Collector Needs to Know and Do
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12:00 - 1:00

**LUNCH – Campus Center Auditorium
Sponsors:**

1:00 to 3:00	*106 Short Term Borrowing	306 Accounting Concepts Practical Applications	900R Treasurer Examination Review	*163A Tax Takings	*260 Taxes in Litigation	306 Accounting Concepts Practical Applications	950R Collector Examination Review
3:15 to 5:00	1006 Tax Title Sales & Tax Title Issues	375 Personal Property Tax Collection and Small Claims	900R Treasurer Exam Review (con't)	*163B Tax Taking (Con't)	1006 Tax Title Sales & Tax Title Issues	375 Personal Property Tax Collections and Small Claims	950R Collector Examination Review (con't)

FRIDAY, AUGUST 16, 2019

Refreshment Sponsor: Belmont Savings Bank

	TREASURER	COLLECTOR
9:00 to 12:00	900 Treasurers Examination Room 163	950 Collectors Examination Room 163

Special thanks to our faculty and program sponsors for making the 49th Annual School a success!

MCTA Officers & Staff (2019-2020)

President	Steve Lonergan, Collector-Treasurer, City of Springfield
1 st Vice President	Michelle Hill, Collector-Treasurer, Town of Southwick
2 nd Vice President	Christopher Sweet, Collector-Treasurer, Town of N. Attleboro
3 rd Vice President	Barbara Barry, Finance Director, Town of Sturbridge
Treasurer	Victor Garofalo, Finance Director, Town of Bedford
Secretary	Rich Carmignani, Collector-Treasurer, Town of Dudley
MCTA Executive Director	Hillari Wennerstrom
MCTA Office Administrator	Diane O'Donnell

Education Committee (2018-19)

Dean, 49th MCTA Annual School: Steve Lonergan, President, MCTA
Christopher Sweet (2018-2019 Committee Chair)
Jackie Bourdreau, Town of Mansfield
Dorothy Jenkins, Town of Charlton
Wendy Graves, Town of Fairhaven
Karen Jelloe, Town of Wrentham
Marilyn Thompson, Town of Walpole
Cathy Van Dyne, Town of Norton
Barbara Walls, Town of Braintree

