

Wednesday: AWC/DOR Streamlined Sales Tax Workshop

12:45 – 1 pm	Registration
1 – 3:30 pm	<p>Streamlined Sales Tax Workshop Are you ready for the changes to Washington's sales tax structure that go into effect July 2008? This session will help you learn more about:</p> <ul style="list-style-type: none"> • Destination-based sales tax • Mitigation for local jurisdictions • Mitigation calculations <p><i>Presenters: Miki Gearhart, Legislation and Policy Division, DOR; Kim Davis, Research Division, DOR; Tim Jennrich, Interpretations and Technical Advice Division, DOR</i></p>

Thursday: AWC/WFOA Budgeting & Fiscal Management Workshop

8 – 9 am	Registration
9 – 9:30 am	<p>Introduction: How Does Your City's Budget Measure Up? Welcome and workshop introduction. Grade your budget. <i>Presenters: Gayla Gjertsen, AWC; Mike Bailey, Redmond</i></p>
9:35 am – Noon 10:30 – 10:40 – Break Concurrent Sessions I	<p>Budgeting 101: The Nuts and Bolts Basic budgeting terminology, municipal revenue structure, and general practical know-how for budgeting. Learn roles and responsibilities for elected and non-elected officials in tying a budget to community goals. Learn how to develop a sound budget framework that will help build a stronger financial plan for good times and bad. <i>Presenter: Gayla Gjertsen, AWC</i></p> <p>Budgeting 201: Getting Down to Work Beyond the basics, but not quite ready for strategic planning? Learn steps to help you get there. This class will apply the budgeting basics using examples and classroom discussion to demonstrate how to get to a balanced budget document that is ready for public hearing. <i>Presenter: Toni Nelson, State Auditor's Office</i></p> <p>Budgeting 301: Taking Your Budget to the Next Step Citizens are demanding that cities provide more services with less money. Discuss how to plan for the proper structural balance in your city's budget to maintain long-term financial health. Learn long-range planning techniques and how to prioritize important services. <i>Presenter: Mike Bailey, Redmond</i></p>
Noon – 1 pm	<p>Lunch Enjoy lunch and network with other workshop attendees.</p>
1 – 2 pm	<p>Legislative Update Discuss legislative issues and initiatives that may impact your city's budget. <i>Presenter: Jim Justin, AWC</i></p>
2 – 2:15 pm	Break

2:15 – 3:30 pm Concurrent Sessions II	<p>Revenue Forecasting Review ways to estimate major revenue sources, track personnel costs, report about the budget during the year and related topics. Learn how to forecast expenses and revenues. <i>Presenter: Mike Bailey, Redmond</i></p>
	<p>Budget Issues for Small Cities Local governments are being forced to make tough choices in their budgets. Learn how to manage the process to help preserve community priorities. Discuss how to incorporate good budget practices into a small city budget timeline. (Geared for small cities with less than 5,000 population) <i>Presenter: Toni Nelson, State Auditor Auditor's Office</i></p>
3:30 – 3:45 pm	Break
3:45 – 5 pm Concurrent Sessions III	<p>Budgeting for Capital Projects Budgeting for new streets or a community center require different practices than budgeting for your operating expenses. This session will cover the relationship to your comprehensive plan, a primer on financing for capital projects and ways to plan for and budget for capital projects as well. <i>Presenter: Mike Bailey, Redmond</i></p>
	<p>Communicating with Citizens About Your Budget Budget documents can be a lot more than a bunch of numbers. They provide an opportunity to communicate with citizens about city priorities, goals and service levels. This workshop will explore how you can increase communications with citizens about your budget. <i>Presenter: Debbie Tarry, City of Shoreline</i></p>
	<p>Small City One-on-One Assistance (Sign up, space is limited) Do you have a specific budget question? If you are a small city (under 5,000 population) sign up for one-on-one technical assistance with Toni Nelson. <i>Presenter: Toni Nelson, State Auditor's Office</i></p>

Friday: AWC/WFOA Budgeting & Fiscal Management Workshop

Time	Workshop Title
9 am – 1 pm	<p>“Introduction” to Fiscal Accountability Each of us has an important role (policy maker, chief executive, department, finance/clerk/treasurer). These roles require skills which include fiscal policies, budgeting monitoring and program evaluation. We will review common problems (including audit problems) in fiscal management. Learn how to start developing financial policies as a framework. <i>Presenters: Gayla Gjertsen, AWC; Mike Bailey, Redmond; Toni Nelson, State Auditor's Office</i></p>
10:30 – 10:45 am – Break	
Noon – Working lunch	