



Basic Training for Small City Clerk/Treasurers

April 2009

Spokane

- 8 am **Registration**
- 8:30 am **Welcome**
Karen Tanner – Association of Washington Cities
- 8:45 am **State Law for Clerks**
Pat Mason – Municipal Research & Services Center
- Open Public Meetings Act
 - Public Records Disclosure
 - Conflicts of Interest
 - Ethics
 - Bidding and Purchasing
- 10 am **Break (room check-out)**
- 10:20 am **State Law for Clerks (continued)**
- 11 am **Legal Compliance & Your Calendar**
Toni Nelson – State Auditor's Office
- Basics of Governmental Accounting
 - Budgeting
- Noon **Lunch**
- 12:45 pm **Legal Compliance & Your Calendar (continued)**
- Financial Reporting
 - Internal Control (Monitoring/oversight)
 - Legal Compliance
 - Audits (why, when, type)
- 2:30 pm **Break**
- 2:45 pm **Reducing Your Liability**
Steve Lamberson & Ronald Van Wert – Etter, McMahon, Lamberson, Clary & Oreskovich P.C.
- Police
 - Personnel
 - Land Use
- 4 pm **Wrap Up (Questions & Answers)**
- 4:30 pm **Adjourn**