

Vermont Government Finance Officers' Association

The Vermont GFOA is pleased to present this Fall Workshop on Thursday October 20, 2011, at the Stoweflake Resort and Conference Center in Stowe, Vermont

Internal Control Handbook

There has been much in the news in recent years about the costly cases of fraud and embezzlement throughout the state. The Vermont League of Cities and Towns has recently completed a new Handbook on Internal Control to help towns assess the risks they face and how to respond to those risks.

Bill Hall is the Senior Financial Consultant for the Vermont League of Cities and Towns, and has spoken often on the subject of internal controls and fraud prevention. Bill will guide participants through the new handbook and its checklists and other tools.

Public Records and the Finance Department

Finance employees have long had to deal with public records. What is a public record? Which records are public and which are confidential? Can you charge the public for access to town records? Which records must be retained, and for how long?

Jim Barlow is the Senior Staff Attorney for the Vermont League of Cities and Towns, and has spoken extensively on the Vermont Public Records Act. Jim will give participants an update on this act and how it impacts the finance department.

Trevor Lewis is Local Records Program Coordinator for the Vermont State Archives and Records Administration, and has spoken to many local governments about the retention and destruction of public records. Trevor will speak to participants about new guidelines for record retention with a particular emphasis on financial records

The **Stoweflake Resort and Conference Center** is located at 1746 Mountain Road in Stowe. Take Exit 10 on I-89. Travel north on Route 100 for 11 miles to the Village of Stowe. Turn left on Route 108 (Mountain Road) at the blinking light. The Stoweflake will be on your right.

Please come and share some time with your colleagues.



FALL WORKSHOP

*THURSDAY
OCTOBER 20, 2011*

STOWEFLAKE
RESORT AND
CONFERENCE
CENTER,
STOWE, VT

VERMONT GOVERNMENT FINANCE
OFFICERS' ASSOCIATION

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**VTGFOA FALL WORKSHOP
OCTOBER 20, 2011**

AGENDA

**Come and network with
your colleagues!**

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REGISTRATION FORM

8:30 AM **Registration**

9:00 AM **Welcome** Cheryl A. Lindberg,
President, VTGFOA

9:10 AM **Internal Control Handbook**

Over the last few years, Vermont has seen a number of cases of fraud and embezzlement, resulting in the loss of millions of dollars. In conjunction with the Vermont State Auditor's Office, the Vermont League of Cities and Towns has developed an Internal Control Handbook to assist towns in assessing the risks they may face and design appropriate controls to respond to those risks. The handbook includes best practices and numerous checklists to assist you in improving your internal controls.

Bill Hall, Senior Financial Consultant, Municipal Assistance Center, Vermont League of Cities and Towns

9:45 AM **Access to Public Records**

The Vermont Public Records Act requires local governments to allow members of the public to inspect or copy a public record or document of that municipality. A public record is broadly defined and can include any paper document, email, computer database or other digital document. The law currently has 39 general exemptions, including one that designates 169 public records as

"confidential". This session will discuss the public records act as it pertains to finance officials, including a discussion of what finance records are considered to be confidential.

Jim Barlow, Senior Staff Attorney, Municipal Assistance Center, Vermont League of Cities and Towns

10:45 AM **Break**

11:00 AM **Records Retention**

The State of Vermont administers a statewide records management program that applies efficient and effective management methods for the creation, use, maintenance, retention, destruction, and preservation of public records. In carrying out this program, the Vermont State Archives and Records Administration publishes record retention schedules and records management guidelines and standards. Find out what the requirements are for your financial records.

Trevor Lewis, Local Records Program Coordinator, Vermont State Archives and Records Administration

12:30 PM **Lunch**

Safe Journey Home!

Name/Title

Muni/Address

Phone/Email

Registration Fees:

- \$50.00 VTGFOA members
 \$65.00 Non members

Please check here for a vegetarian meal

Method of Payment

- Check Enclosed Pay at the Door

Amount \$ _____

Check # _____

Registration deadline: Wednesday, Oct. 12

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