

Utah Treasurers Academy - Year Three Daily Schedule

Day	Course Title	Course Description	Instructor	Time
Day 1 AM (Monday Oct 26th)	Welcome and Introductions			9:00am to 9:30am
	Budget Preparation	The outline for this course will include the following topics: 1) What are the state laws surrounding the budget process? 2) Who is responsible for preparing the budget, reviewing the budget, presenting the budget, adopting the budget, and administering the budget? 3) What is the role of the treasurer in the budget process? 4) How does the budget process dovetail with other city financial processes—the audit, monthly revenue/expense reports, the monthly treasurer's report, the capital improvement plan, the general plan, the impact fee analyses, etc. 5) How do the council, the finance professionals, the department heads, the manager, the mayor, and the public fit into the overall budget picture? 6) What makes a good budget—what should be included, both financial and non-financial?	Tom Hardy	9:00am to 12:00pm (15 minute break around 10:30)
Day 1 PM (Monday Oct 26th)	LUNCH			
	Disaster Preparedness in the Finance/Treasurer's Office	This presentation will walk you through the steps necessary to minimize the impact a potential disaster could have on your finance or treasury department. You can not predict when a disaster, man made or natural, could occur, but there are strategies, training and techniques that you can implement to protect the public's assets and your office operations. Among the topics covered are: five steps to disaster minimization; plan for a disaster with your own policy; testing your procedures; adequate insurance coverage and risk management techniques; and reciprocal agreements for operating off site.	Mark McRae	12:45am to 2:35pm
	BREAK			
	Unclaimed Property	This session will discuss unclaimed property in general, government reporting requirements, specific types of unclaimed property your city may be holding and unclaimed property we may be holding for your city.	Kim Oliver	2:45pm to 4:45pm
Day 2 AM (Tuesday Oct 27th)	Post Issuance Compliance	1. Bankruptcy 101-Nuts and bolts for Local Officials 2. Public finance--What are my responsibilities during Issuance and Post Issuance?	H. Craig Hall & Guest	9:00am to 12:00pm (15 minute break around 10:30)
Day 2 PM (Tuesday Oct 27th)	LUNCH			
	Governmental Accounting Update & State Legal Compliance Issues and Impact Fee Reporting	"This session will provide an update on changes in governmental accounting during the past two years. We will also discuss important State legal compliance issues, and provide an update on the new requirements for reporting impact fees."	Mac Curtis and Richard Moon	12:45am to 4:45pm (15 minute break around 3:00pm)
Day 3 AM (Wednesday Oct 28th)	Emotional Intelligence	If you are a current or aspiring leader and searching for that one ingredient that will distinguish your management and leadership effectiveness and performance, Emotional Intelligence (EQ) is it! EQ is at the heart of performance. It is the ability to use emotions effectively and is the foundation of any high-performing relationship. Using the Six Seconds model of 'Know Yourself, Choose Yourself, Give Yourself', this session will introduce you to the EQ competencies, increase your self awareness of your own and others' emotions, improve your ability to walk your talk and unlock your full capacity to inspire and motivate others. Using case studies and real management examples, you will practice the concepts and tools in order to experience the power of EQ firsthand. Taught by a certified member of the Six Seconds network, you will have a high-quality and engaging experience in this course.	Kim Kniveton	9:00am to 12:00pm (15 minute break around 10:30)
Day 3 PM (Wednesday Oct 28th)	LUNCH			
	Strategic Planning	Learn how to make implementable plans that work and advance organizations and understand how to think strategically as you develop your plans. See the organizational benefits of planning and thinking strategically. Discover what makes a plan really work and the revitalizing impact a well-developed and well-executed plan has on an organization, and how you and each member of the organization can make a positive difference. And how to apply these power planning principles to your own career and personal life.	Russ Marriott	12:45 pm to 4:45pm
Day 4 AM (Thursday Oct 29th)	Cash Mgmt	Topics to be cover will include: Cash Management overview, Effective banking RFPs, Qualified Depository Banks, and the Utah Money Management Act	David Damschen & Guests	9:00am to 12:30pm (15 minute break around 10:30)
Day 4 PM (Thursday Oct 29th)	LUNCH			
	Political Science	The class will examine the politics associated with financial and tax policies at the local level and the important interactions that shape the political landscape. Issues such as lobbying, public opinion, and state-local governmental relations will be covered. We will be discussing these issues and also using a case study to see how these dynamics work in practice.	Thad Hall	1:15pm to 4:45pm (15 minute break around 3:15)
Day 5 AM (Friday Oct 30th)	Cultural Competency	In this session, participants will learn cultural competency concepts including awareness and attitudes. We'll discuss skills for working effectively in a multi-cultural business setting. We'll also discuss the importance of communication skills such as verbal and non-verbal communication, asserting and listening, and inter-cultural communication.	Randee Levine	9:00am to 12:45pm (15 minute break around 10:30)
	Wrap up and Presentation of Certificates			12:45pm to 1:00pm