



MMA-Suffolk Municipal Finance Management Seminar Program Application

This seminar is designed to provide an overview of Massachusetts municipal finance, including the operational aspects of finance structure, systems and processes within Massachusetts cities and towns.

Students will learn the structure and purpose of local government, municipal budgeting systems and sources of revenue, financial reporting and record keeping, financial management, principles of property assessment, the intersection of human resources and financial resources, and best practices in local government finance.

Students are expected to attend all sessions, participate in class activities and complete all course assignments. The seminar will meet over the course of 4 ½ Fridays. Students will complete a portfolio of their work. The seminar is non-credited.

Criteria:

- Students must be employed in municipal government and have the support of their Chief Municipal Official to apply.
- Students must have a degree in accounting, an MPA or have completed the MMA-Suffolk Certificate in Local Government Leadership and Management program.

The application deadline is January 30.

The cost of this program is \$800.

Students will be notified of their acceptance by February 15.

The March 2019 seminar will be held in Westborough.

Seminar Applications should be sent to Katie McCue at kmccue@mma.org.

A completed application must include:

- ☒ This application filled out completely and signed by you;
- ☒ This application signed by your community's mayor, town administrator, or town manager;
- ☒ Your most recent resume.

Applicant Information:

Name: _____

Community: _____

Municipal department: _____

Job title: _____

Work address: _____

Work phone: _____

Work email: _____

Supervisor's name: _____

Supervisor's phone: _____

Supervisor's email: _____

Educational Background:

High School (name of high school and year graduated):

College (name of college, degree earned, and year graduated):

Graduate School (name of school, degree earned, and year graduated):

Questions:

1. Please describe your current job responsibilities:

2. What do you hope to gain from participation in this seminar?

Applicant's signature and date:

Recommendation:

I recommend this candidate for participation in the MMA-Suffolk University Municipal Finance Management Seminar

Mayor/Town Administrator/Town Manager's signature and date:
