



Massachusetts  
Municipal  
Association

One Winthrop Square, Boston, MA 02110  
617-426-7272 • 800-882-1498 • fax 617-695-1314  
www.mma.org

## **MMA-Suffolk Municipal Finance Management Seminar Fall 2019: New Bedford**

**Class Times:** Four Full Friday sessions, 9 a.m.-4 p.m.; One half-day Friday, 9 a.m.-noon, with a lunch discussion and presentation of certificates

**Dates:** November 1, 8, 15 and 22, and December 6.  
*No class November 29 for the Thanksgiving holiday. Snow day (if necessary): Friday, December 13*

**Location:** Education Center at the Buttonwood Zoo, 425 Hawthorn St., New Bedford

**Who:** Municipal employees interested in furthering their career in municipal finance and/or employees who are new to municipal finance. Must be currently employed in a city or town to apply.

**Criteria:** Must have a degree in accounting, an MPA, or a similarly-applicable degree or years of experience in a municipality; applications require approval from the municipal mayor or manager; competitive application process.

**Instructor(s):** Noted by Class

**Cost:** \$825

### **COURSE REQUIREMENTS:**

Students in the course are expected to attend all sessions, participate in class activities, and complete all course assignments. Students will complete a portfolio of their work. Non-credited.

### **COURSE DESCRIPTION:**

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

### **OBJECTIVES:**

Students will obtain instruction in the structure and purpose of local government, municipal budgeting systems and sources of revenues, 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.

### **READINGS AND LEARNING RESOURCES:**

Materials for the course will include selections from the Massachusetts Municipal Association Handbook for Finance Committees, materials from the Massachusetts Department of Revenue, case studies, and other readings as assigned.

**MMA – Suffolk Municipal Finance Management Seminar  
Program Application**

**Fall 2019: New Bedford  
Education Center at the Buttonwood Zoo, 425 Hawthorn St., New Bedford**

**Application deadline is 5 p.m. on July 31.  
Students will be notified of their acceptance by August 15.  
Payment is due by September 30.**

**Applications should be sent to [seminars@mma.org](mailto:seminars@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): \_\_\_\_\_

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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:

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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:

More information: visit [mma.org](http://mma.org) or contact Katie McCue at 617-426-7272, ext. 111, or [kmccue@mma.org](mailto:kmccue@mma.org)