



MMA-Suffolk Municipal Finance Management Seminar Spring 2021: TBD

Class Times: Five Friday sessions 9:00AM- 4:00PM; Last class includes a lunch discussion and presentation of certificates

Dates: March 5, 12, 19, 26 and April 2; snow date TBD

Location: TBD (virtual or north of Greater Boston)

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

OBJECTIVES:

Students in the course 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 a review 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.

More information visit mma.org or contact Katie McCue at 617-426-7272 ext. 111 or kmccue@mma.org

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

Spring 2021

Application deadline: January 15th at 5 p.m.

Notification of status: by February 1st

Payment due: by February 28th

Seminar applications should be sent to 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: _____

More information visit mma.org or contact Katie McCue at 617-426-7272 ext. 111 or kmccue@mma.org

Applicant's signature and date:

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

Mayor, Town Manager or Town Administrator's name (please print):

Mayor, Town Manager or Town Administrator's signature and date:
