



MMA-Suffolk Municipal Finance Management Seminar Fall 2021

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

Dates: 10/22, 10/29, 11/5, 11/12, 11/19

Location: Virtual via Zoom

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 of 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**

Fall 2021

Application deadline: July 31st at 5 p.m.

Notification of status: by August 15th

Payment due: by September 30th

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 phone: _____

Work email: _____

Supervisor's name: _____

Supervisor's phone: _____

Supervisor's email: _____

Mailing address where
you'd prefer to receive mail: _____

(Suffolk University will mail Seminar materials to accepted students prior to the first class.)

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

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):

Additional 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 Municipal Finance Management Seminar

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

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