



## MMA-Suffolk Municipal Finance Management Seminar 2024 Sessions

**Class Times:** Five Friday sessions, 9:00AM- 4:00PM; last class includes a presentation of certificates

**Dates:** This is a competitive application process. Please select the session you are applying for below. The seminar admissions committee will review all applications for each session after the application deadline. Applicants will be notified of their status via email. In the event you are accepted and a spot is not available for your preferred session, we will place you on the waitlist and coordinate to enroll you in a future session.

	Seminar Dates	Application Deadline	Admissions Decision
<input type="checkbox"/> <b>Winter 2024</b>	January 5, 12, 26, February 2, 9	October 15, 2023	Early Nov. 2023
<input type="checkbox"/> <b>Spring 2024</b>	March 1, 8, 15, 22, 29	January 15, 2024	Early Feb. 2024
<input type="checkbox"/> <b>Fall 2024</b>	October 25, November 1, 8, 15, 22	July 31, 2024	Mid Aug. 2024

**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** relevant experience in a municipality; applications require approval from the municipal mayor or manager; competitive application process.

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

**Cost:** \$875

### **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.

*For 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)*

**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.

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

**2024 programs**

**Seminar 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;
- Your preferred session dates checked off above.

**Applicant Information:**

Name: \_\_\_\_\_

Community: \_\_\_\_\_

Municipal department: \_\_\_\_\_

Job title: \_\_\_\_\_

Work email: \_\_\_\_\_

Supervisor’s name: \_\_\_\_\_

Supervisor’s email: \_\_\_\_\_

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**Educational Background:**

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

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

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

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**Additional Questions:**

1. Please describe how your current job responsibilities relate to municipal finance:

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 Municipal Finance Management Seminar

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

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

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