

Public Finance Officers Training Program

Course Description Quick Guide

Course Name	Course Description
Electric Avenue: Plotting Your Electronic Records Management Path with Various Storage Formats Pari Swift, OSU Records Manager, Ohio State University	It seems like every few months we're hearing about the latest and greatest way of transmitting and retaining records, especially financial records. How do we know what the best options are for our records? It's not a one-size fits all situation. Instead, it involves careful analysis of, not just the technology, but of the records themselves. This session will guide you through the variables and considerations of scanning, maintaining, and ultimately disposing of electronic documents; delve into the unique records management challenges of text messaging and social media; and learn the unique perspective your knowledge of these issues can bring to the information system procurement process. • Understand the purpose and benefits of records management • Understand which factors play into determining whether a set of records is a good candidate for digital imaging and run some examples through the OhioERC's Scanning Feasibility Tool • Learn what factors and variables play a role in storage media permanence • Delve into Social Media and Text Messaging as government records that need to be controlled and managed • Discuss what record-keeping formats are on the horizon? • Understand the risks associated with each approach • Learn which questions are important, but often overlooked, during projects or purchases involving systems that house records and information
Principles of Public Finance Rebecca C. Princehorn, Esq., Partner, Bricker & Eckler LLP, Paul Rutter, Of Counsel, Bricker & Eckler	Participants will gain perspective and working knowledge of the key legal principles of Ohio public finance. Public funds have the highest level of legal restriction in every respect, from obtaining them to accounting, investing and spending them. The goal of the course is to tie the legal principles to the restrictions so that participants understand why the restrictions are the way they are. The overall goal of the course is to provide working knowledge of key legal principles of Ohio public finance. These include fundamentals of taxation; fund accounting; and powers and limitations, including investments. Taxation will primarily cover property taxation - - inside (unvoted) and voted options and practical aspects of each. Fund accounting will address advances and transfers. Powers and limitations will cover debt capacity under the Uniform Public Securities Law and investments under the Uniform Depository Act.
Treasury Management Solutions Jarrod Long, CTP SVP, Treasury Management Leader, Westfield Bank	The presentation will create awareness of the Treasury Management products that are available to the public finance officers and how these products can make their daily functions more efficient and better manage their entity's funds. It will also focus on the importance of the relationship between public finance officers and their bank.
Integrating Scanning and Electronic Approvals into Your Accounting/Payables Systems Trent Corbin, Implementation Project Manager, Software Solutions, Inc.	Learn what it takes to properly create, configure and manage electronic department workflow for an effective and efficient financial management system. Integrating electronic workflow and attached scanned documentation is reshaping how government agencies are managing daily operations. Delivering streamlined services via electronic workflow approval will not only build efficiencies within the entity, but also make employees accountable to the internal processes configured within the financial software. This work session will demonstrate how electronic workflow can reduce employee time allocation, build efficiencies, and provide a centralized database for internal and external audit reference.
Public Budgeting Prashant Shah, Director of Finance, City of Westlake	General understanding of effective budgeting procedures and best practices on incorporating long-term perspective to meet the organizational goals. The course will discuss budgeting of public funds and how to allocate scarce resources to programs and services through the budgeting process. Further it will discuss how to use forecasting procedures to provide an accurate expenditure and revenue projection. Multi-year capital planning and budgeting of master plans will also be discussed. Public engagement in the budgeting process can increase transparency and increase the entity's credibility and trust within the community. The course will also discuss Budget monitoring practices to ensure and enforce accountability.

Sunshine Laws Certified Training Heather Buchanan, Senior Assistant Attorney, Ohio Attorney General's Office, Constitutional Offices Section and Public Records Unit	The Sunshine Laws Certification Training, provided by the Ohio Attorney General's Office, is a three-hour certification training session provided to all elected officials, and/or their appropriate designees, as well as members of the general public. Each session includes an in-depth analysis of Ohio's Public Records Act, with a brief discussion of Ohio's Open Meetings Act.
What is Going on in the Tax-Exempt Market and How Does it Affect Me? Michael G. Sudsina, Managing Partner, Sudsina & Associates, LLC, Steve Szanto, Managing Director, Sudsina & Associates, LLC, Greg Van Wagnen, Senior Advisor, Sudsina & Associates, LLC	Participants will have a better understanding of how and why their debt issues are received by the market participants over the last two years and going forward. Discussions will cover the following topics: short term bond anticipation notes versus long term fixed rate debt; the rating agencies and the changes over this short time frame – increased emphasis on surveillance and monitoring reports; competitive versus negotiated issues – the RFP Process; the new issue price rules and their impact on competitive sales since June of 2017; the tax law and its impact on Bank Qualified issues; the elimination of the advance refunding opportunity and the increased demand for tax-exempt debt; the tax law changes and its impact on market participants; and the new Event of Material Disclosure Rule 15 and 16.