TO: Selectmen, City/Town Councils, Mayors, Accountants/Auditors, Assessors, Treasurers, Collectors, Finance Committees, Finance Directors, City/Town Managers  
FROM: Robert G. Nunes, Deputy Commissioner and Director of Municipal Affairs  
DATE: March 2012  
SUBJECT: New Officials Finance Forum

The Division of Local Services will offer a seminar for recently elected or appointed local municipal finance officials on Tuesday, May 29, 2012 at the College of the Holy Cross, Hogan Campus Center, 1 College Street, Worcester MA. With an emphasis on the basics, this course is designed to foster a team approach to municipal finance by developing an understanding of the responsibilities of the various offices as well as their interrelationships.

The day will begin with Deputy Commissioner Robert Nunes’ opening remarks and overview of Local Services. Topics presented during this day long seminar will include an overview of municipal government, the budget process, the tax recapitulation process and reserve and debt policies.

The Operational Services Division (OSD) will have staff on hand at this event. OSD will provide information on procurement services available to cities and towns. We encourage you to take time either before the seminar begins or during the break to stop by their table.

Check-in begins at 8:15 am. The seminar will begin promptly at 8:45 am and end at approximately 3:30 pm. Advance registration is required and seating is limited; registrations must be received by Tuesday, May 15, 2012. If you have any questions, contact Donna Quinn, Training Coordinator, at 617-626-3838 or by email at dlswebcontacts@ dor.state.ma.us.
NEW OFFICIALS FINANCE FORUM 2012
REGISTRATION FORM

HOGAN CAMPUS CENTER, THE COLLEGE OF THE HOLY CROSS
ONE COLLEGE STREET WORCESTER, MA
Tuesday, May 29, 2012  8:15 AM TO 3:30 PM

Last Name:  First Name:

Address 1:  Address 2:

City/Town:  Zip Code:

Phone:  E-mail:

Date of Election Or Appointment:  Current Community:

Position (please circle):  Accountant/Auditor  Finance Committee  Selectman/Mayor
Treasurer/Collector  Assessor/Assistant Assessor  City/Town Administrator

If other, please specify: ______________________________________________________________

Please print clearly

A separate form is required for each individual attending from your office.

Seating is limited – please register early

Included in the registration fee of $50 is a continental breakfast, lunch and all seminar material.

Make checks payable to: Commonwealth of Massachusetts
Mail your check with a completed form for each registrant to:

Training Coordinator
Division of Local Service
PO Box 9569
Boston, MA 02114 – 9569

Walk-in registrations will not be admitted

Cash, credit cards and purchase orders cannot be accepted

REGISTRATIONS MUST BE RECEIVED BY C.O.B. TUESDAY, MAY 15, 2012