

## IGFOA Payroll Seminar

Plan to attend the 2017 Payroll Seminar for five sessions which includes an update on the latest requirements for IRS forms 1094 & 1095 for 2017. Other topics at this training related to payroll will be Police/Fire deductions, IMRF deductions and forms, what to expect from an IRS audit, and the top payroll and human resource hot topics and best practices. There will be networking opportunities and a luncheon provided as well. During the networking parts of this seminar we will include time for a knowledge exchange so attendees can help other peers in the industry with any payroll challenges and success stories experienced. It will be a great way to connect and learn from each another!

**Date:** Friday, October 27<sup>th</sup>, 2017

**Time:** Seminar 8:30 AM - 2:45 PM

**Location:** Chicago Marriott Naperville, 1800 N Naper Blvd, Naperville, IL 60563

### LEARNING OBJECTIVES AND SPEAKERS

#### **Payroll: Police/Fire & IMRF:**

This session is a two part session focusing on the deductions and forms related to police, fire, and IMRF pensions.

#### **Police & Fire:**

**Speaker: Allision R. Barrett**, Principal, Lauterbach & Amen, LLP

This session will look at Police and Fire pensions and how payroll personnel and organizations handle these pensions. The nitty gritty of these pensions contributions in the payroll process will be examined.

#### **Learning Objectives**

##### ***Participants completing this session will be able to:***

1. Understand how to calculate pension contribution deductions for Article 3 and Article 4 plans;
2. Gain a better understanding of the taxability of Article 3 and Article 4 contribution deductions; and
3. Learn about refund options for Article 3 and Article 4 contributions.

#### **IMRF:**

**Speaker: Mark Nannini**, Chief Financial Officer, Illinois Municipal Retirement Fund (IMRF)

The Illinois Municipal Retirement Fund (IMRF) provides a general overview of important topics impacting payroll. IMRF is the administrator of an agent multiple-employer public retirement system that provides retirement, death, and disability benefits to employees of local government in Illinois. This session will provide a review of IMRF process, some of its forms that impact payroll, and discuss the future of IMRF.

#### **Learning Objectives**

##### ***Participants completing this session will be able to:***

1. Understand the IMRF process;
2. Review IMRF forms and their function;
3. Understand the IMRF reserve accounts; and
4. IMRF looking forward.

#### **Conducting a Successful HR Assessment:**

**Speaker: Jennifer Kramer**, Managing Director HR Consulting, Sikich LLP

The overall goal of HR assessments are to ensure compliance and increase effectiveness of your HR policies and procedures. This session will review how conducting a HR assessment will guide you to understanding the state of your HR function within your organization.

#### **Learning Objectives**

##### ***Participants completing this session will be able to:***

1. Understand why conducting an HR Assessment is a good practice;
2. Learn about the different kinds of HR Assessments;
3. Discuss the assessment process; and
4. Recognize what to include in your assessment.

## **Update on IRS Forms 1094 & 1095:**

**Speaker: Karen Sanchez**, Partner-in-Charge Employee Benefits, Sikich LLP

This session will help attendees gain a better understanding of IRS forms 1094 & 1095. A line by line review of each form and a understanding of each code will be presented.

### **Learning Objectives**

***Participants completing this session will be able to:***

1. Understand the terminology used to prepare Form 1095-C and 1094-C;
2. Gain a better understanding of the purpose of ACA reporting process; and
3. Learn about the various codes and who needs to file.

## **What to Expect in an IRS Audit:**

**Speaker: Daniel Eberle**, Internal Revenue Agent – Federal, State, & Local Governments (FSLG), Internal Revenue Service (IRS)

This session will go over how the IRS contacts taxpayers, what items an audit generally includes, things to be provided during an audit, and possible outcomes of an audit. A list of resources to use on various subjects will be provided as well.

### **Learning Objectives**

***Participants completing this session will be able to:***

1. Understand the role of the IRS during the audit;
2. Gain a better understanding of the audit process; and
3. Identify possible steps that should be taken to effectively manage these responsibilities.

## **Top 10 Payroll Best Practices:**

**Speaker: Debbie Crabtree**, Senior Manager Government Accounting Services & Employee Benefit & Payroll Consultant, Sikich LLP

Join us for a discussion on the Top 10 Payroll Best Practices to assist your organization in becoming more efficient and accurate in maintaining payroll records and processing payroll information on a day-to-day basis. Examples of discussion topics include integrating payroll software systems, implementing the use of free IRS programs to ensure accurate employee data is maintained and using a calendar to track filing deadlines.

### **Learning Objectives**

***Participants completing this session will be able to:***

1. Learn ways to integrate payroll software systems to be more efficient in day to day operations;
2. Discuss proper internal controls and the importance of documenting payroll procedures;
3. Be reminded of IRS deadlines and discuss ways to track filing deadlines to ensure compliance; and
4. Find a guide to resources to assist your organization in determining the taxability of fringe benefits.

If you have any questions regarding this seminar, cancellations, complaints, or refunds, please contact the IGFOA at 630-942-6587 or [info@igfoa.org](mailto:info@igfoa.org).



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