

IGFOA Professional Education Committee Academy Team presents:

Illinois Government Finance Academy 1:

Introduction to Government Finance Webinar Series

Tuesday, April 29, 2025 - Wednesday, April 30, 2025 | 9:25 AM to 3:00 PM

AGENDA

Tuesday, April 29, 2025

9:25 – 9:30 AM **Welcome, Introduction, and Housekeeping**
Kathy Thomas, Miller Canfield

9:30 – 10:30 AM **HR Fundamentals for Finance Folks**

Speakers: **Bill Hannah**, Finance Director, *City of St. Charles*
Jennifer McMahon, Director of Human Resources, *City of St. Charles*

Human Resources responsibilities can fall into different departments depending on the size and structure of the municipalities. They could be under the Manager's office or a separate HR department. Many times, however, the Finance Director and Department are charged with ensuring that these responsibilities are completed. This session aims to arm finance staff with knowledge to administer basic HR functions to remain compliant, to instill positive labor relations, and to deal with personnel issues effectively.

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

- Identify compliance requirements (e.g. FMLA, Workers Compensation, employment postings, harassment, ACA, etc.);
- Gain an understanding of basic labor relations; and
- Learn the basics of an internal employee investigation.

Program Level: Overview **Field of Study:** Personnel/Human Resources – Non-technical **NASBA CPE:** Earn About 1.0 CPE

11:00 AM – Noon **Principals of Professional Government Finance**

Speaker: **Elizabeth Holleb**, Retired Finance Director, City of Lake Forest

This session will allow participants to gain an understanding of the basic principles of professional government finance and how finance in the public sector differs from the private sector.

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

- Understand the differences between home rule and non-home rule units of government;
- Identify key differences between the public sector and private sector;
- Know the various local government financial responsibilities;
- Understand the essential functions of government and objectives of government finance;
- Obtain common terminology; and
- Understand the importance of financial fiscal policies and identify key elements to be included.

IGFOA reserves the right to modify the agenda and/or speakers.

Program Level: Basic **Field of Study:** Finance - Technical **NASBA CPE:** Earn About 1.0 CPE

1:30 PM – 3:00 PM ABC's of Governmental Budgeting

Speaker: Molly Talkington, Finance Director, *City of Rolling Meadows*

This session will cover public budgeting foundations. Participants will learn the legal framework, the why we budget, and key factors to include in a public budget. One focus will be on the purpose of budgeting and how to incorporate the four functions of a budget: Policy, Financial, Operational, and Communications. IT includes myth buster questions that test the participants knowledge of common misconceptions about public budgeting.

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

- Create and understand the need for a budget timeline;
- Learn the basic filing requirements and legal framework of a budget;
- Why tax estimated and allocating the tax burden is important;
- The need for public accountability and availability; and
- How to communicate to multiple readers.

Program Level: Basic **Field of Study:** Finance - Technical **NASBA CPE:** Earn About 1.5 CPE

Wednesday, April 30, 2025

9:25 – 9:30 AM Welcome, Introduction, and Housekeeping
Kathy Thomas, Miller Canfield

9:30 – 10:30 AM How to Prepare for An Audit

Speaker: Tim Gavin, Principal, *Lauterbach & Amen*

The annual audit is a necessary but sometimes painful process, but it doesn't have to be. This session will help attendees develop a more efficient and responsive process that will make dealing with your auditors more pleasant. We will focus on common breakdowns and delays and how they can be avoided with a strategic approach.

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

- Understand the purpose and scope of the annual audit;
- Use learned techniques for a more efficient preparation; and
- Identify potential pitfalls or delays in the audit process.

Program Level: Basic **Field of Study:** Auditing - Technical **NASBA CPE:** Earn About 1.0 CPE

11:00 AM – Noon Introduction to Local Government Revenue

Speaker: Christina Coyle, CPA, Director of Finance, *City of Elmhurst*

This session will highlight common local government revenues. Participants will learn about the different sources of revenues and important considerations for each revenue. The session will also touch on trend analysis, forecasting, and budgeting for common revenue sources.

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

- Gain a basic understanding of common revenue sources;
- Become aware of different methods for tracking of forecasting revenues; and
- Review budgeting for local government revenues.

Program Level: Overview **Field of Study:** Finance- Technical **NASBA CPE:** Earn About 1.0 CPE

1:30 PM – 3:00 PM Get Your GASBs: An Overview of Governmental Accounting

Speaker: Michael Malatt, CPA, Principal, *Baker Tilly US, LLP*

Does the weird and wild world of governmental accounting throw you for a loop? Join us as we discuss the basics of GASB and governmental accounting and how to navigate the practical challenges and minefields of financial accounting in the public sector.

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

- Understand the basics of fund accounting and other core governmental accounting concepts;
- Learn how governmental accounting differs from corporate accounting; and
- Discuss how to avoid common mistakes and navigate challenges that arise in day-to-day government accounting.

Program Level: Overview **Field of Study:** Accounting (Governmental) - Technical **NASBA CPE:** Earn About 1.5 CPE

Prerequisites: General understanding of accounting helpful but not necessary.



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