

Event location

Held at the Bay Pointe Inn in Shelbyville (*east of U.S. 131 between Grand Rapids and Kalamazoo*), you'll find us in the Bay Pointe Woods conference center building, located at 5100 Oarie Drive. Additional detail will appear in your registration confirmation sent via email.

Lodging

Make your lodging reservations with Bay Pointe Inn directly. Hotel details and an online reservation link are available at <https://bit.ly/MTA-TGA> and in your confirmation email, OR call (888) GUN-LAKE and reference MTA.

Special needs

If you have special dietary or accessibility needs, let us know when you register or call (517) 321-6467, ext. 230 or email kristin@michigantownships.org immediately upon registration. Dietary requests must be received by Nov. 23.

Cancellation policy

Written cancellation requests received at the MTA office by Nov. 23 will receive a full refund. No refunds will be issued thereafter without extenuating circumstances. You may substitute another individual from your township; please let us know of the change. Substitutions are not allowed for registrations made using TGA scholarship funds.

MTA's Township Governance Academy

This series of confidence-building courses is designed to enhance your leadership skills and motivate you to take on the challenges unique to serving as a local leader. Regardless of your position in the township or amount of experience, the Academy will move you to a higher level of performance and make your service to your community more rewarding.

Gain recognition for your efforts to possess an in-depth understanding of the governance process, the role of the township and how to lead for success. Learn more about TGA at <https://bit.ly/MTA-TGA>



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512 Westshire Drive
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Lansing, MI 48908-0078

Strengthen your board's
financial foundation



Coming in December,
an educational opportunity from



Township Finances

Fundamentals of Assessment & Taxation



MTA can help your board master the fundamentals of township finances, assessing and taxation. Join us at **Bay Pointe Inn** in **Shelbyville** this **December** for one (or both!) of the courses described below:

Township Finances

Oversight of township finances is a fundamental statutory duty of township boards. Good governance demands that every board exercise effective oversight of all township assets, including human and physical resources. Explore in-depth how township boards can achieve a greater degree of control over the township's financial position and assure that resources are directed to address the township's highest and greatest needs. We'll review the board's role in establishing a powerful budgeting process, techniques for protecting your financial assets, determining the correct amount of reserves and early warning signs of potential financial problems. *TGA course F-103; 6 credits; RBR Chapter 8: Accounting, Budget & Lawful Expenditures*

Fundamentals of Assessment & Taxation

Property taxation and assessment administration are two cornerstones of township operations. From assessment and board of review meetings, all the way to tax collection—it's essential that board members have an understanding of how the process works. Learn more about the Headlee Amendment and Proposal A, as well as truth-in-taxation, assessing and equalization. Delve into a variety of revenue sources coming into the township, including millages, administrative fees and special assessments.

TGA course F-105; 4 credits; RBR Chapter 10: Assessing & the Board of Review



Event Details

Tuesday, December 8

8:30 a.m.

Registration check-in
and light breakfast

9 a.m. to 4 p.m.

Township Finances

Includes lunch served at noon

*Presented by Rod Taylor
Senior Governmental Consultant
Maner Costerisan*

Wednesday, December 9

8 a.m.

Registration check-in and breakfast

8:30 a.m. to 12:30 p.m.

Fundamentals of Assessment & Taxation

*Led by Shila Kiander, MAAO
Osceola County Equalization Director*

Excellence in governance

These courses are part of MTA's **Township Governance Academy (TGA)** curriculum. You do **NOT** have to be enrolled in TGA to attend. Those that enroll within six months of attending will receive credit retroactively.

Attendees earn full chapter credit (noted at left) in MTA's **Red Book Ready** program. Are you "ready" to learn more? Visit <https://bit.ly/MTA-RBR>



To register, send completed form to

MTA, P.O. Box 80078, Lansing, MI 48908-0078.

Email rebecca@michigantownships.org

Fax to (517) 321-8908

Register online at <http://bit.ly/twptraining>

Township & County

Name & Title ☐ **Finances** ☐ **Assessment** ☐ **Both**

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Early-Bird Rate*

Ends Nov. 23

Late Rate*

Begins Nov. 24

Registration rates

Township Finances	\$125/attendee	\$175/attendee
Assessment & Taxation	\$100/attendee	\$150/attendee
Both courses	\$175/attendee	\$225/attendee

*Rate applies to MTA-member townships. All others, call for rates.

Save \$50 when registering for **both courses!**

Discount applies only if the same registrant attends both courses.

PAYMENT OPTIONS:

- ☐ Check enclosed (payable to MTA)
☐ Invoice my township (members only)
☐ Charge to: (circle one) MasterCard VISA

Card #	Expiration Date
Print Card Holder's Name	CSV (3-digit code)
Signature	