

Collecting property taxes is one of the most high-profile responsibilities of a township treasurer. It comes with significant responsibility not only for the large amount of money collected but also for compliance with the General Property Tax Act and managing public trust.

Are you confident in your ability to meet this challenge head-on?

Let MTA show you the way! Join us as we team up with MTA Consultant Cindy Dodge to take you step by step through the tax collection process. You can't afford to miss this review of applicable laws, best practices and essential procedures.

- Preparation of the tax bill
- Summer taxes
- Winter taxes
- Accounting for and disbursement of collections
- Settlement
- Delinquent personal property tax
- Applicable laws, "best practices" and more

Whether you are a seasoned treasurer or newly elected, this full-day workshop is a must! It's also valuable for deputy treasurers and any member of your township team who has some responsibility in the property tax collection process.

All participants will receive the Treasurer's Record Retention Schedule #29, the *Accounting Procedures Manual for Local Units of Government in Michigan*, and examples of what the tax bill can include to reduce taxpayer misunderstandings, cut through the confusion and reduce your call volume.

Continue learning



Attendees may purchase the 2024 edition of MTA's *Treasurer's Guide to Township Government* on site at the discounted rate of \$36.55. Pre-purchased guidebooks will be distributed at check-in. Additional copies available on site while supplies last.



Attendees earn full chapter credit towards *Chapter 11: Tax Collecting* in MTA's *Red Book Ready* program. Are you "ready" to learn more? Visit <https://bit.ly/MTA-RBR>

Event Details

8:30 a.m.
Registration check-in and
light breakfast

9 a.m. to 4 p.m.
Workshop
(Includes lunch served at noon)

Dates and Locations

Nov. 24:
Treetops Resort Conference Center
Gaylord

Dec. 2:
M-TEC at LCC West Campus
Lansing

Treasurers' Guide to Tax Collection

Choose location:

- ☐ Nov. 24: Treetops Resort Conference Center, Gaylord
- ☐ Dec. 2: M-TEC at LCC West Campus, Lansing

Township & County

Name & Title Purchase *Treasurer's Guide*: ☐ Yes ☐ No

Name & Title Purchase *Treasurer's Guide*: ☐ Yes ☐ No

Confirmations will be sent via email to individual registrants. To add or update an email, contact MTA at (517) 321-6467, ext. 253 or email database@michigantownships.org.

► **Early-bird Rate***: \$130/person
Expires two weeks prior to event date

► **Regular Rate***: \$160/person
Applies two weeks prior to event date

_____ (# registered) x \$_____ (rate*) = \$_____

_____ (# of books) x (\$36.55/book*) = \$_____

AMOUNT ENCLOSED = \$_____

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

Payment options

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

Card # CSV (3-digit code) Expires

Print Card Holder's Name Signature

To register, send completed form to MTA

Mail to P.O. Box 80078, Lansing, MI 48908-0078
fax to (517) 321-8908 or email rebecca@michigantownships.org.
Register online at <https://bit.ly/twptraining>
For registration assistance, call (517) 321-6467, ext. 226.

Dates and Locations

Nov. 24:

Treetops Resort Conference Center

3962 Wilkinson Rd., Gaylord (855) 261-8764

Conference Center is located beyond the tennis courts.

Dec. 2:

M-TEC at Lansing Community College West Campus

5708 Cornerstone Dr., Lansing (517) 483-9300

(Near Creyts Rd., not downtown)

Additional details, including driving directions and lodging options, will be provided in the registration confirmation sent via email.

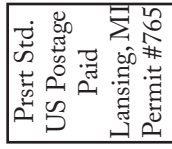
Cancellations and Substitutions

Written cancellation requests received two weeks prior to the event date will receive a full refund. No refunds will be issued thereafter without extenuating circumstances. You may switch meeting locations at no charge if you notify us at least one week prior to the date; otherwise, a \$35 fee will be assessed. You may substitute another individual from your township at no charge; please notify MTA of the change.

MTA's New Officials Training coming in December and January

Designed for newly elected officials and those who are new to their role on the township board, this full-day training provides an overview of the "hows and whys" of township government, as well as the duties and responsibilities of each office.

Registration materials will be mailed to every township and posted on our website soon. Details will also appear in our *Township Focus* magazine and *Township Insights* newsletter.



512 Westshire Drive
P.O. Box 80078
Lansing, MI 48908-0078

Review the tax collection
process, duties, deadlines
and dates on the
tax calendar.



Treasurers' Guide to Tax Collection

A full-day event for all seasoned
and newly elected treasurers
and deputies

