

**TO: Mayors/Wardens, Councillors, All Units**

**CC: Chief Administrative Officers/Clerk-Treasurers, All Units**

**RE: FINANCIAL MANAGEMENT TRAINING FOR ELECTED OFFICIALS**

## **Financial Management Module**

For Elected Officials

January 11<sup>th</sup> – 12<sup>th</sup>, 2018

The Public Archives, 6016 University Ave.

The Association of Municipal Administrators, NS is putting on a financial management training for elected officials. This training module is designed to improve your financial skills whether you are in your first term or tenth term. We will primarily focus on budget review, financial decisions, and communication about important financial matters to appropriate stakeholders.

In this module you will learn how to:

- Strategically set priorities
- Establish or revise taxation structure
- Communication financial conditions to critical stakeholders
- Establish financial bylaws and policies
- Identify issues with financial statements
- Monitor implementation of budgets
- Perform management duties relating to budgeting and finance

### **REGISTRATION**

To register please email Andrea, [ajeffer@amans.ca](mailto:ajeffer@amans.ca) with name of registrant(s), title(s) and municipality. Please note any dietary restrictions to be accommodated. The cost to attend is \$450 for UNSM members.

### **ACCOMMODATIONS**

A block of rooms have been secured at the Lord Nelson Hotel, a short walking distance from the Public Archives, for \$128/night. For more details, please visit our website: <https://amans.ca/financial-management-3.html>

Thank you very much,  
Andrea

#### **Andrea Jeffs**

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**PLEASE NOTE: If you do not want to receive communications from UNSM, please e-mail Tracy Verbeke at [tverbeke@unsm.ca](mailto:tverbeke@unsm.ca), and you will be removed from the mailing list.**