



Upcoming online education Treasurers' Guide to Tax Collection

Calling ALL treasurers, deputies: MTA webinar offers the tax-collecting tips you need

Collecting property taxes is a highly visible duty of the township treasurer's office. It comes with **significant responsibility**, not only for the large amount of money collected, but also for compliance with the General Property Tax Act. Whether you are a seasoned treasurer, newly elected, a deputy treasurer or an employee who has some responsibility in this important function, MTA's upcoming **virtual workshop on tax collecting** is a must!

Join us on **Nov. 24** (beginning at 10 a.m.) or **Dec. 3** (starting at 1 p.m.) to get an overview of the tax-collecting process, from start to finish. Your registration includes access on **both** dates—allowing you to take part whenever works best for you! (*Sessions will also be available on demand for registrants following the event.*)

Taught by Cindy Dodge, MTA's Member Information Services liaison, this virtual event offers both recorded sessions and live Q&A. Topics include:

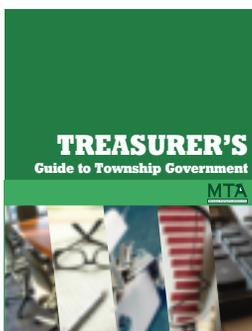
- Getting started
- Preparation of the tax bill
- Summer taxes
- Winter taxes
- Accounting for and disbursement of collections
- Settlement
- Delinquent personal property tax

In addition to discussion on **applicable laws**, we'll also offer **practical techniques** as well as a review of **best practices**.

Special bonus!

Participants will receive the *Treasurer's Record Retention Schedule #29* and the State of Michigan's *Accounting Procedures Manual for Local Units of Government in Michigan*.

Visit www.michigantownships.org/upcoming_train.asp to register today! Members may register online now and pay later; select bill my township when checking out. Questions? Call (517) 321-6467 or email education@michigantownships.org.



Continue learning with MTA's *Treasurer's Guide to Township Government!*

Participants may also purchase MTA's *Treasurer's Guide to Township Government*—an essential resource for all township treasurers in Michigan—at the discounted rate of \$37 when registering for the class.