



Join fellow treasurers from around the state on Oct. 1-2 for the **Township Treasurers' Professional Development Retreat**. Held at the Bavarian Inn Lodge in Frankenmuth, this retreat offers premier educational programming and excellent networking opportunities. Educational sessions include:

Legislative Update: What's New, What's Next, What You Need to Know

MTA is a successful grassroots organization largely because of the involvement of active members—that's you! With the Michigan Legislature constantly changing and taking on new issues, how can you keep up with it all? Join us as we share the ins and outs, and break down legislative priorities around local authority, funding and infrastructure. Learn the nuances of key legislative issues, what actions can be taken and why those actions matter, and leave with a deeper understanding on how to work together and advocate for successful action.

Three Manuals Walk into a Township Hall

This session is your guide to putting the *Uniform Chart of Accounts*, *Uniform Budget Manual* and *Accounting Procedures Manual* to work for you. We'll unpack what these manuals actually say and what they mean for your day-to-day, using real-life applications. Take a practical dive into how you can use these guides to improve reporting accuracy, tighten internal controls and avoid audit surprises. We're making manuals make sense!

Reconciling: Behind the Numbers, Ahead of the Problems

Reconciling isn't just balancing the books—it's how you make sure the story your financials are telling is actually true. Done right, it supports transparency and accuracy, strengthens internal controls, and promotes collaboration across departments. Explore how your reconciliation process supports not just your own responsibilities, but your colleagues' too. We'll cover what reconciliation really means, pitfalls to avoid, why your role is essential to the bigger picture, and how to simplify the process. Because when reconciliation is done right, everyone benefits.

Investments: Township Dollars at Work

Your township's money should be working as hard as you do! Join us as we explore how the depository resolution and your township's investment policy set the rules for smart, secure and legal investing. We'll walk through key components, discuss requirements and help ensure your township's funds are invested wisely, safely and in compliance with the law.

From Confused to Compliant: Mastering OMA

The Open Meetings Act (OMA) means that any township public body must do all of its business "out in the open," in full view of the public—unless one of the few, very limited, exceptions for closed sessions apply. The OMA is a clash of two worlds—public sector vs. private sector. But township board meetings are not supposed to be a "free for all" or "town hall." Learn about getting township board business done while being open, transparent and efficient.

Dollars & Sense: Financial Stewardship Made Simple

Being a responsible steward of township funds doesn't have to be complicated. Packed with practical tips and real-world examples, this session digs into the essentials of financial oversight and explores your fiscal role. We'll walk through sample financial reports together, showing you how to spot what's missing, flag what could be improved, and understand what must be included. You'll get a better understanding on how to follow and protect township funds. Because when it comes to public dollars, a little sense goes a long way.

Two Roles, One Roll: A Treasurer-Assessor Tag Team

From assessments to tax bills, it takes two to keep the roll on a reliable track. Unpack the essential handoff between assessor and treasurer—how property values turn into tax amounts, what happens when the board of review makes changes, and why good communication between these roles is key to accuracy and public trust. Learn how this tag team keeps the township on point, on time, and on the money.

Collecting Personal Property Tax

Examine practical issues that arise in the collection of personal property tax and how collection techniques vary based on the property involved. Explore methods of getting paid for outstanding personal property taxes, including effectively "seizing" property, filing UCC-1 financing statements, collections via small claims court and more! Take away practical tips, "how-to's," forms and anecdotes.

Defending Your Tax Collection Process

Property taxes and millages are a significant source of local government revenue. Review the nuances of tax trouble-spots, from what happens when the county sends a bill with an error or oversight to how to handle the surplus or shortfall of funds. Learn what you need to know (and do!) to document and defend your collection methods and clean up any errors along the way. We'll also help you identify when it's time to contact legal counsel.

Agenda

Wednesday, Oct. 1

- 8 a.m. Check-in
- 8:30 a.m. Welcome
- 8:35 a.m. ... *Legislative Update: What's New, What's Next What You Need to Know*
- 9:55 a.m. *Three Manuals Walk into a Township Hall*
- 11:15 a.m. Vendor intro and showcase
- Noon Lunch
- 1 p.m. *Reconciling: Behind the Numbers*
- 2:25 p.m. *Investments: Township Dollars at Work*
- 4 p.m. *Bavarian Belle riverboat cruise*
- 6:30 p.m. Dinner

Thursday, Oct. 2

- 7:30 a.m. Breakfast
- 8 a.m. *From Confused to Compliant*
- 9:25 a.m. ... *Dollars & Sense: Financial Stewardship Made Simple*
- 11 a.m. *Two Roles, One Roll*
- 12:15 p.m. Lunch
- 1:15 p.m. *Collecting Personal Property Tax*
- 2:45 p.m. *Defending Your Tax Collection Process*
- 4 p.m. Adjourn

R E G I S T R A T I O N F O R M — — — — —

Township & County

Name & Title

☐ Full program

☐ Day 1 only

☐ Day 2 only

Email Address

Name & Title

☐ Full program

☐ Day 1 only

☐ Day 2 only

Email Address

Payment options:

☐ Check enclosed (payable to MTA)

☐ Invoice my township (members only)

☐ Charge to: MasterCard or VISA

Card #

CSV 3-digit code

Expires

Print Card Holder's Name

Signature

**Treasurers' Professional Development Retreat
October 1-2**

Bring your deputy and save \$60 off full-program rates!
Discount applies to second registrant who is attending the same retreat.

Full-program rates: Include 11 hours of education, breakfast and lunch each day, plus dinner and a riverboat cruise down the scenic Cass River.

☐ Early-bird rate \$367/person

☐ Regular rate \$417/person within three weeks of event

☐ **BONUS: I saved \$60 on a second full-program registration!**

Single-day rates: Include that day's sessions, breakfast and lunch. Dinner and riverboat cruise can be added for an additional fee.

Check the day you wish to attend: ☐ Day 1 OR ☐ Day 2

☐ Early-bird rate \$230/person

☐ Regular rate \$280/person within three weeks of event

TOTAL ENCLOSED: \$ _____

Rates are for MTA members; non-members, call MTA for rates.



Send your completed registration form with payment to MTA, P.O. Box 80078, Lansing, MI 48908-0078; fax: (517) 321-8908, email rebecca@michigantownships.org or register online at <https://bit.ly/mtaretreats>. For registration assistance call (517) 321-6467, ext. 226. For other event-related questions, use ext. 234.

Special thanks to our sponsors!



Product and service providers

You'll get networking time with vendors targeting your role in the township. The vendor showcase can help you find and use products and services that streamline your township services.

Special dietary or accessibility needs

Participants with special needs should contact Kristin at (517) 321-6467, ext. 230 or email kristin@michigantownships.org at least a week in advance.

Continuing education credit

Elective credits for *Township Governance Academy* candidates; no project required.



Elective and chapter credits for *Red Book Ready* candidates; icon appears next to qualifying sessions.



Cancellation and substitution

Written cancellation requests received at the MTA office four weeks prior to the event will receive a full refund; two weeks prior will receive a half-refund. No refunds will be issued thereafter without extenuating circumstances. Those that select "Invoice my township" as payment type but fail to cancel by these deadlines will still be required to pay balance due. You may substitute another individual from your township for the same retreat. Please contact MTA to let us know of the switch. Changes to hotel reservations must be made directly with the Bavarian Inn Lodge.



Getting there

Held at the Bavarian Inn Lodge located at One Covered Bridge Lane in Frankenmuth. The event will be held in the Conference Center on level two. Event check-in begins at 8 a.m.

Lodging

Make your reservations with the Bavarian Inn Lodge directly. Online reservation links and hotel details are available at <https://bit.ly/mtaretreats> and in your confirmation email, OR call (989) 652-7200 and reference the *MTA Treasurers Retreat (Group # 13W6TE)*. Discounted lodging is limited—reserve your hotel room today.

The Lodge offers comfortable rooms that include mini-fridges, microwaves and free Wi-Fi. Amenities include a fitness center, multiple pools and whirlpools, a gift shop, gourmet coffee bar and a variety of restaurants. Live entertainment is featured in the lounge every evening. The Lodge is also home to the new Bavarian Blast, Michigan's biggest indoor waterpark and family fun center, featuring 16 waterslides, a wave pool, ropes course and climbing wall, mini bowling and more.

Check-in: 4 p.m. Check-out: 11 a.m.

MTA discounted room rates: \$162.28/standard, \$172.98/premium
(rate includes resort fee and local occupancy tax; does not include 6% sales tax)

Discounted rates end Sept. 16. Don't delay, make your reservations today!



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

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Exclusive Event for Treasurers
& Deputy Treasurers



Township Treasurers' Professional Development Retreat

October 1-2, 2025
Bavarian Inn Lodge, Frankenmuth

