



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

FINANCIAL MANAGEMENT TRAINING FOR ELECTED OFFICIALS

Financial Management Module

For Elected Officials

November 22nd - 23rd, 2018

Windsor Foundation Room, Pier 21, Halifax NS

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
- Understanding the roles and responsibilities of audit committees

REGISTRATION

To register for the workshop, please [complete our registration form found here](#). If you are registering more than one individual, please complete one form per individual. The cost to attend is \$450 for NSFM members.

ACCOMMODATIONS

A block of rooms have been secured at the Westin, a short walking distance from Pier 21, for \$149/night. For more details, please visit our website: <https://amans.ca/financial-management-3.html>

Andrea Jeffs | Finance Officer / Events Coordinator

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PLEASE NOTE: If you do not want to receive communications from NSFM, please e-mail Tracy Verbeke at tverbeke@nsfm.ca, and you will be removed from the mailing list.



November 22 – 23, 2018

Financial Management For Elected Officials

Who should attend?

Councillors, Mayors or Wardens – whether you are in your first term or tenth.

You will learn how to:

- perform your fiduciary duties relating to budgeting and finance
- understand both consolidated and non-consolidated statements
- strategically set priorities
- establish or revise taxation structure
- communicate financial conditions to stakeholders
- identify key questions to ask with respect financial statements and reports
- Recognize red flags
- monitor implementation of budgets
- establish financial bylaws and policies
- Understand audit committee's roles and responsibilities

This skills based training module is intended to improve your skills in budget review, financial decisions, and communication about important financial matters. It will build awareness and understanding of setting budget priorities and making financial decisions, among other skills.

Workshop Details

Financial Management For Elected Officials

Date: November 22 – 23, 2018

Cost: The cost to attend is \$450 for AMA/UNSM members and \$610 for non-members

Registration: Please complete our online registration form. If you are registering more than one individual, please complete one registration form, per individual.

[Financial Management for Elected Officials Registration Form](#)

Location: Windsor Foundation Room, Pier 21, 1055 Marginal Road, Halifax NS B3H 4P7.

Accommodations: A block of rooms has been secured at the Westin for \$149/night. Please call (888) 627-8553 and reference NSF / Association of Municipal Administrators to secure our group rate. Book by October 20.

For more details, please visit our website www.amans.ca

These modules are sponsored by Nova Scotia Municipal Finance Corporation



Our Facilitators

Financial Management for Elected Officials



Greg Herrett, CPA CA
Chief Administrative Officer for the Town of Amherst

Prior to becoming CAO for the Town of Amherst, Greg served as the Director of Finance. Greg is a past president of AMANS and has served on many committees such as the JMAT Review and Fiscal Review. Greg is also a Chartered Professional Accountant.



Alain Muise, CPA CA
Chief Administrative Officer for the District of Argyle

Before becoming CAO for the District of Argyle Alain worked in the private sector. Alain is currently the president for AMANS and is working closely with NSF and DMA on municipal modernization. Alain is also a Chartered Professional Accountant.