



# Winter Workshop

**BUILD YOUR  
SKILLS**

**January 20-21, 2022**  
**Attend In-Person or Online**

**Hilton Garden Inn Lansing West**  
**Thursday & Friday: \$149**

**Friday Only: \$99**

**Register at [www.MMTA-MI.org](http://www.MMTA-MI.org)**

*See website for late registration/cancellation/refund policy.*

## Hilton Garden Inn

If you plan on attending in-person, make your reservations at the Hilton Garden Inn West by January 6 (call 517-999-9930). Ask for the MMTA Group Rate of \$99 (subject to applicable fees/taxes). Hotel cancellations must be made with the Hilton by January 17 or they will charge you for one night's stay.



Hilton Garden Inn Lansing West  
633 North Canal Road, Lansing

**Thursday 1:00 - 5:00 pm**

Thursday's half day sessions are perfect for new treasurers or anyone looking for a refresher on the basics.

- ✓ Creating a Successful Treasurer's Office
- ✓ Listserv Live
- ✓ Networking Event (5:00 - 6:30 pm)

Instruction will be a mix of presentation and interactive discussion and will include how to divide and document responsibilities, what settlement requires, what separation of duties means for your municipality, cash handling best practices, reporting options and a discussion period to share and problem solve other issues.

**Friday 8:30 am - 4:30 pm**

Friday's sessions will help build your treasury skills AND provide actionable knowledge to help you get your job done.

- ✓ Legislative Update
- ✓ Preparing For An Audit (Including New Requirements)
- ✓ Investing for Any Size Community
- Cash Flow • Choosing Investments • FDIC Reporting
- ✓ Economic Update

