

**MASSACHUSETTS
COLLECTORS AND TREASURERS
ASSOCIATION**

**2008 STAFF SCHOOL PROGRAM
ADVANCED SESSION**

WEDNESDAY, SEPTEMBER 24TH

Littleton Municipal Office Building

37 Shattuck Street, Littleton – Enter Door #33 From Rear Parking Lot

<u>Collectors</u>	
8:30 - 9:00	Registration and Continental Breakfast Selectmen's Meeting Room
9:00 - 9:45	Other Receivables (Sewer, Water Ambulance, Police Details, Etc.) <i>Sue Kelley, Treasurer, Lee Paul Keating, C/T, Wayland</i> Selectmen's Meeting Room
9:45 - 10:30	Interest Calculation Workshop <i>Gene Spickler, Collector, Tyngsboro Barbara Barry, Coll/Treas, Sturbridge</i> Selectmen's Meeting Room
10:30 - 11:00	Break Selectmen's Meeting Room
11:00 - 12:00	Working with a Deputy Collector <i>Gene Spickler, Collector, Tyngsboro</i> Selectmen's Meeting Room
12:00 - 12:45	Collectors' Case Studies What would you have done? <i>John Duggan, C/T, W. Bridgewater</i> Selectmen's Meeting Room
12:45 - 1:30	Luncheon
1:30 - 3:00	The DOR and the Municipal Collector <i>Christopher Hinchey, Esq., MA DOR</i> Selectmen's Meeting Room
3:00 - 3:30	Q & A Selectmen's Meeting Room <i>Sue Kelley, MCTA 1st VP and Chair, MCTA Education Committee</i>

<u>Treasurers</u>	
8:30 - 9:00	Registration and Continental Breakfast Selectmen's Meeting Room
9:00 - 10:00	Social Security & Medicare <i>Ron Mendes, T/C, Wilmington</i> Conference Room B
10:00 - 11:00	Other Employee Benefits <i>John Duggan, T/C, West Bridgewater Carolyn Awalt, Treasurer, Berkley</i> Conference Room B
11:00 - 11:30	Break Conference Room B
11:30 - 12:45	Advanced Payroll - Processing Employee Benefits <i>Ron Mendes, T/C, Wilmington</i> Conference Room B
12:45 - 1:30	Luncheon Selectmen's Meeting Room
1:30 - 3:00	Trust Funds and Investments <i>Dory Hurd, V.P. Bartholomew and Company</i> Conference Room B
3:00 - 3:30	Q & A Selectmen's Meeting Room <i>Sue Kelley, MCTA 1st VP and Chair, MCTA Education Committee</i>