



Vermont Municipal Clerks' & Treasurers' Association

Treasurer Curriculum

- **Four Core Mandatory Courses:**
 - **Cash Management – Even Years**
 - **Municipal Accounting – Odd Years**
 - **Principles of Banking – Odd Years**
 - **Tax Collections – Even Years**

Developed In 2008 by: John Cushing. President (Milton Clerk/Treasurer); Alison Kaiser. 1st Vice-President (Stowe Clerk/Asst Treasurer); Sandra Pinsonault. 2nd Vice-President (Dorset Clerk); Donna Kilty, Treasurer (Barre Town Clerk/Treasurer); Donna Kinville (South Burlington Clerk/Treasurer); Patricia McCoy (Poultney Clerk/treasurer); Colleen Haag (Shelburne Clerk/Treasurer); Ann Webster (Middlebury Clerk); Susan Haughwout (Wilmington Clerk)

Revised in 2025 by: Diana Vachon 1st Vice President (Shelburne Clerk); Tracy Borst Past President (Thetford Clerk/Treasurer); Georgette Wolf-Ludwig Past President (Fairlee Clerk/Assistant Treasurer); Bob Champagne-Willis Auditor (Treasurer Maidstone)

MUNICIPAL ACCOUNTING

- Accounting Year
- Audits
- Cash Accounting vs. Accrual Accounting
- Deficit Management
- Fund Accounting
- Grant Management
- Municipal Law
- Payroll & Human Resources
- Policies and Procedures
- Public Records Requests
- Reporting: Grants, Local Highway Finance, Subrecipient...
- Retention Schedule
- SAM
- Software Tools (Spreadsheets, accounting)
- State Treasurer Portal
- Surplus Management
- Warrants

PRINCIPLES OF BANKING

- Arbitrage
- Bonding Employees
- Collateralization
- Credit/Debit Cards/ACH
- Ethics
- Fraud Prevention
- Insured Cash Sweep
- Investment
- Lease Financing
- Liability Insurance
- Loans/Borrowing
- Positive Pay
- Reconciliation
- Remote Capture
- Tax Anticipations Notes

TAX COLLECTIONS

- Budget
- CLA/COD Notification
- De-escalation
- Education Tax Rates
- Education Taxes Disbursements
- Hold Harmless
- Homestead Filing/Penalties
- Local Agreement Tax
- Local Option Tax
- Media Relations
- PILOT
- Reconciliation
- Security
- Setting the Municipal Tax Rate
- Tax Billing Process
- Tax Collection
- Treasurer's Warrant

CASH MANAGEMENT

- Abandoned / Unclaimed Property Reporting
- Arbitrage / IRS Reporting
- Cash Flow (Prepare & Analyze)
- Cash Flow Shortages
- Collateralization
- Collection of Receivables
- Financial Institution Application
- Financial Letters of Credit
- Fraud Prevention
- Insured Cash Sweep
- Internal Controls
- Loans/Borrowing
- Policies and Procedures
- Software Tools (spreadsheets, accounting)
- Timing of Expenses