

ILLINOIS MUNICIPAL TREASURERS INSTITUTE  
NOVEMBER 12-16, 2023  
DOUBLE TREE HOTEL, BLOOMINGTON, IL

**ADVANCED 16 – SCHEDULE**

**TUESDAY, NOVEMBER 14**

8:00 am-6:00 pm	Institute On-Site Registration
1:30 pm-3:30 pm	<p><b>Debt Policy, Capital Improvement Plans, and Selecting the Appropriate Method of Sale</b></p> <p><b>Presenter:</b> Stephen Adams, PMA</p> <p><b>Location:</b> Brickyard 6</p> <p><b>Description:</b> Debt Policy – This presentation will discuss the purpose of a debt policy including key components to consider while developing a policy. We will look at parts of existing debt policies and discuss the differences that may be considered based on the size of the community that is developing the policy. The presentation will also address post-issuance compliance topics that some issuers may not be aware of.</p> <p>Capital Improvement Plans - This presentation will look at the many items to consider while developing/updating a plan for a municipality. This should be a fluid document so there are topics that need to be addressed as the wants/needs of the entity changes. We will discuss the benefits, important elements and challenges of developing a Capital Improvement Plan.</p> <p>Selecting the Appropriate Method of Sale – When selling debt there are many factors that can dictate the most efficient method of sale to consider. In this presentation we will look at the different types of sales along with situations that may dictate which may be appropriate for you. We will discuss some of the factors to consider when choosing the correct method of sale not just for your community but for the project/funding objective being financed with the sale.</p>
3:30 pm-4:00 pm	Networking Break
4:00 pm-5:00 pm	<p><b>Legislative Update - Illinois</b></p> <p><b>Presenter:</b> Brad Cole, IML</p> <p><b>Location:</b> Brickyard 6</p>
5:00 pm-6:00 pm	<p><b>Cash Management and Banking</b></p> <p><b>Presenter:</b> Katie Hahn, Illinois National Bank</p> <p><b>Location:</b> Brickyard 6</p>
6:00 pm-7:30 pm	<p>Reception and Networking, Brickyard 4</p> <p>Sponsored by IMET - Illinois Metropolitan Investment Fund</p>

## **WEDNESDAY, NOVEMBER 15**

- 6:00 am-10:00 am Breakfast provided for hotel guests
- 8:00 am-6:00 pm Institute On-Site Registration
- 8:00 am-9:00 am **Allocation Figures and a Summary of “Leveling the Playing Field for Illinois Retail Act (LPFA)”**  
**Presenter:** Aaron Allen, IDOR  
**Location:** Brickyard 6  
**Description:** This session will cover an update on FY 24 allocation figures, ordinances for locally imposed taxes, business district addresses, and a summary of the findings from an analysis done on the Leveling the Playing Field for Illinois Retail Act (LPFA).
- 9:00 am-10:00 am **Title: Financial Reporting to the Illinois Office of Comptroller**  
**Presenter:** Rosanna Barbaro, Comptroller’s Office  
**Location:** Brickyard 6  
**Description:** In this session, we will review the statutory reporting requirements of municipalities to the Illinois Office of Comptroller. We will then take a look at the Annual Financial Report, with a focus on the most commonly asked questions. The session will conclude with an overview of the TIF report for municipalities with designated TIF District(s).
- 10:00 am-10:30 am Networking Break
- 10:30 am-11:30 pm **Cash Management and Banking**  
**Presenter:** Susan Kling, IntraFi Network  
**Location:** Brickyard 6  
**Description:** Please join IntraFi, founders of the ICS and CDARS services, to learn more about protecting your municipality’s deposits. IntraFi's network enables financial institutions to offer depositors access to FDIC insurance for their large-dollar deposits, all through a single financial relationship. This level of security is otherwise cumbersome or very costly to achieve. CPAs in attendance will be eligible for one hour of continuing education credit.
- 11:30 am-12:30 pm **Communications & Public Relations**  
**Presenter:** Katherine Murphy, City of Bloomington  
**Location:** Brickyard 6
- 12:30 pm-1:30 pm Networking Lunch: Courtyard
- 1:30 pm-3:30 pm **Principals of Public Finance: Financial Condition Analysis**  
**Presenter:** Thomas Gary and Erin Slone, State of Illinois  
**Location:** Brickyard 6  
**Description:** Municipal leaders are under increasing pressure to deliver goods and services, sometimes before ascertaining whether they have the immediate capacity to respond. There are both external and internal factors that can affect the financial condition of any community—some are in your control—many are not. We will examine some tools, such as the Ten-Point Test, to analyze the organization’s financial position and make better decisions. Understanding the organization’s financial position and how to interpret the waves of data gives leaders a more straight-forward way to know where they stand and answer the question, “*How are we doing, financially?*”
- 3:30 pm-4:00 pm Networking Break

4:00 pm-6:00 pm

**Best Practices for Police and Fire Pension Funds Related to Data, Documents and Other Details**

**Presenters:** Jennifer Flores and Stephanie Masson,  
Lauterbach & Amen

**Location:** Brickyard 6

**Description:** The presenters will provide an overview into the tracking, use and management of key pension data – contributions and pensionable salary – ensuring the relationship between payroll data and pension data is in sync and appropriate based on State Statutes. Also, the session will take a deep dive into best practices of the maintenance of pension fund files – such as the contents of member files and the many other documents of the pension fund – what to keep, for how long and the process for disposal in order to comply with state requirements, mitigate the risk to the pension fund but yet make sure to have the documents needed to effectively administer the pension fund’s obligations to the members in their lifetimes.

6:00 pm

Sessions conclude for the day.  
Enjoy the city of Bloomington!

**THURSDAY, NOVEMBER 16**

- 6:00 am-10:00 am Breakfast provided for hotel guests
- 8:00 am-10:00 am **Investing for Small Governments: Best Practices for Your Investment Program**  
**Presenters:** Sofia Anastopoulos and Ethan Lord, IMET  
**Location:** Brickyard 6  
**Description:** This session will cover best practices for your investment program including identifying the key components of an investment program, creating an investment policy, using cash flow forecasts, implementing safekeeping, understanding diversification and many other practices.
- 10:00 am-10:30 am Networking Break
- 10:30 am-12:15 pm **Roundtable Discussion**  
**Presenters:** Brad Bettenhausen, Bettenhausen & Assoc. LLC  
Michael Peterson, Comprehensive TTP LLC  
Alta Long, City of Tuscola  
**Location:** Brickyard 6
- 12:15 pm **Presentation of Certificates**  
Institute Concludes
- 12:00-12:30 pm Box Lunches will be available to eat on-site or to take with you for the road.
- 12:30-3:00 **IMTA Board Meeting**  
**Location:** Brookridge

**Thank you for attending the  
2023 Illinois Municipal Treasurers Institute.  
See you next year!  
Safe Travels!**