

Year-End and Audit Preparation Workshop Pre-Registration Form

Name of Municipality: _____

Address: _____

Phone Number: _____ Fax Number: _____

Number of Participants: _____

Names and Positions of Participants: _____

Enclosed registration fee (to be paid by cheque):

* \$53.00 (\$50.00 + 3:00 GST) per participant (lunch included)

Workshop fees are not refunded unless cancelled prior to registration deadline date.

* Please indicate which location you wish to attend.

* Forward registration form and fee to the appropriate U.M.A.A.S. Director as shown below before September 14th, 2007

<input checked="" type="checkbox"/>	Date	Location	Send registration form and fee to:
<input type="checkbox"/>	October 16	WILKIE	Kim Gartner Box 69 MACKLIN SK S0L 2C0
<input type="checkbox"/>	October 17	WAKAW	Cathy Coleman Box 276 WATSON SK S0K 4V0
<input type="checkbox"/>	October 18	PREECEVILLE	Jason Chorneyko Box 220 WYNYARD SK S0A 4T0
<input type="checkbox"/>	October 22	GULL LAKE	Deb Machay Box 428 MAPLE CREEK SK SON 1N0
<input type="checkbox"/>	October 23	CARONPORT	Judi Fisher Box 102 BULYEA SK S0G 0L0
<input type="checkbox"/>	October 24	KIPLING	Rodney Audette Box 100 CARNDUFF SK S0C 0S0

Check here if you require a receipt. Receipts will not be issued unless specifically requested.

Make cheques payable to "UMAAS"
Requested receipts will be distributed at the location site.

U
M
A
A
S

U
P
D
A
T
E



Richard Dolezsar, RMA
Editor & Executive Director UMAAS,
Box 730,
Hudson Bay, SK. S0E 0Y0
Phone 865-2261 Fax 865-2800
website: www.umaas.com
email: rdolezsar@sasktel.net

Eileen Danyluk,
Executive Assistant,
UMAAS Executive Office,
Box 603,
Hudson Bay, SK. S0E 0Y0
Phone 865-2825 Fax 865-2800
email: umaas@sasktel.net

IN THIS ISSUE:
- 2007 Convention Minutes -
- Year-End and Audit Preparation Workshops -
- Information and Registration -

YOUR BOARD OF DIRECTORS 2006-2007

PRESIDENT - Michele Schmidt, Kerrobert
VICE-PRESIDENT - Shelley Funk, Dalmeny
PAST-PRESIDENT - Kim Gartner, Macklin
EXECUTIVE DIRECTOR - Richard Dolezsar, Hudson Bay
EXECUTIVE ASSISTANT - Eileen Danyluk, Hudson Bay
DIRECTORS:

District No. 1 - Rodney Audette, Carnduff
No. 2 - Deb Machay, Maple Creek
No. 3 - Jason Chorneyko, Wynyard
No. 4 - Kathy Reschny, Luseland
No. 5 - Cathy Coleman, Watson
No. 6 - Nicole LaChance, Rosthern
No. 7 - Dianne McCallum, Ille A La Crosse

Associate Director - Judi Fisher, R.V. of Island View
Ex Officio - Allan Earle S.U.M.A. President

Volume 18,
Issue #2

Sept 2007

NOTICE

Need Legal advice on issues between yourself as Administrator and your Council

CALL FOR FREE INITIAL PHONE CONSULTATION:

**Benedict E. Nussbaum
Nussbaum and Company
204 - 2102 8th St. East
Saskatoon, SK S7H 0V1
Phone: 955-8890
Fax: 955-1293**

Mr. Nussbaum is under annual retainer to your Association and is available to members for initial consultations.

E.F.A.P.

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

Do You. . .

- have difficulty coping at work?
- live in fear and apprehension?
- have more bills than money?
- require legal advice?
- find living stressful instead of exciting?
- have trouble talking with your spouse or children?
- use alcohol and/or other drugs to cope with life?
- want someone confidential to talk to?

Wonder What To Do???

If you need information or assistance to sort out a problem we invite you to have a private discussion with your Program Manager, Internal Referral Agent, Supervisor, Employee Group Representative or your Counseling Service.



Human Resources Services Ltd. (HRS)

Yorkton: 786-6454 Saskatoon: 1-800-305-4477
Regina: 352-4166 Melfort: 1-800-305-4477
Estevan: 1-800-305-4477

Website: www.hrs-stress.com E-mail: hrs2@sasktel.net
24 HOUR SERVICE/7 DAYS A WEEK
1-800-305-4477

URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN JUNIOR LOCAL GOVERNMENT CERTIFICATE SCHOLARSHIP PROGRAM

OBJECTIVE:

To provide 3 annual scholarships in the amount of \$400 each to Clerks or Assistant Administrators desiring to obtain their education requirements for the Standard Certificate.

- * 2 scholarships shall be provided to town or village Clerks.
- * 1 scholarship shall be provided to an Assistant Administrator

CRITERIA:

- * Must be employed by an urban or northern municipality
- * Must be a member of UMAAS
- * Shall have completed the first semester of the program.

APPLICATION PROCEDURE:

- * Applicants shall submit a letter of application for funding assistance to the Advisory Committee
- * The application shall address the following issues:
 - * Length of service as an Administrator or Assistant Administrator
 - * How long has the applicant been a member of UMAAS
 - * Indicate if employing Council will be providing any assistance
 - * Outline community activities
 - * Outline education previously obtained
 - * Confirm successful completion of at least one semester under The Local Government Administration Certificate Program
 - * Provide any additional information which may assist the

Committee to reach a decision

- * Application deadline is November 15th of each year

PAYMENT PROCEDURE:

- * 50% of the scholarship shall be paid upon successful completion of the 2nd semester
- * The remaining 50% shall be paid upon successful completion of the 3rd semester and proof of enrollment into the 4th semester
- * The committee will be permitted to consider the spring semester in the awarding of the scholarships
- * The committee may award partial scholarships on a per semester basis, provided applications are received in advance of the semester start date.

GENERAL:

- * The Committee's decision shall be final
- * The Committee shall not be required to provide reason for its decision
- * The Committee shall, from time to time, recommend amendments to the criteria or application procedure.

**SUBMIT APPLICATIONS TO:
UMAAS Scholarship Committee,
Box 730,
Hudson Bay, SK. S0E 0Y0**

Executive Editorial

**Kathy Reschny, Director Division 4
Village of Denzil**

I hope everyone had a chance to relax and enjoy the summer! How about that heat spell? I always enjoy the summer season, especially holidays!

When I was contacted and informed that it was my turn to provide the profiles and editorial for the UMAAS Update I was a little overwhelmed. As a relatively new member to the Executive I was trying to decide what wisdom I could impart to all the new and experienced administrators. I decided to write about my decision to run for the Executive.

I was persuaded to join the UMAAS Executive in 2006 for a one year term. In that year we met the Executive members of the RMAA for a joint supper and meeting to discuss issues we have in common. We met with a representative from Government Relations and the CEO of SUMA to discuss the MRIF and New Deal Funds and Revenue Sharing issues. Attending the SUMA

Convention as an Executive member of UMAAS gave me additional experience with the election procedure. As part of our Convention Committee I discovered the time and efforts required to obtain the speakers and develop the Agenda to revolve around the specific theme of the convention.

The meetings provide the opportunity to expand our knowledge of the responsibilities the Executive members undertake on behalf of the Organization. The time commitments are a part of being on the Executive, but the friendships and socializing that goes hand in hand with the meetings makes the extra time and responsibilities worthwhile!

Upon entering my second term, I would now encourage all fellow administrators to consider the rewarding opportunity of becoming a member of the Executive in the future!

Administrator Profile

Kathy Reschny - Village of Denzil

I grew up on the family farm near Denzil, Saskatchewan, graduated from Denzil Sacred Heart School, then attended Saskatoon Business College and received my Legal Secretary Honours Diploma. After college I was employed at the Canadian Imperial Bank of Commerce in Unity, Saskatchewan and later joined the staff at Luseland Credit Union where I am still working casual at present.

My husband, Peter and I and our three children - Colin, Courtney and Justin moved to my family farm to take over the farming operation and raise our family. Some of you may wonder about the wisdom of the farming occupation!! It is, however, a wonderful place to raise a family. During these years I was involved in my children's activities such as assisting the coach for softball, driving for science fairs, baseball and basketball, which by the way are my favorite sports. I was a member on the local School Board for 15 years.

In 2002, with my children grown up and looking for another challenge, I took the position of Administrator at the Village of Denzil, enrolled in the Local Government Administration program that fall and received my Standard Certificate in 2004. Working two jobs I still need to find time for my hobbies - sewing, gardening, reading and family fishing trips. It is my love for gardening that resulted in the creation of Communities in Bloom in Denzil, and along with that comes the job of Treasurer.

Being a strong believer in preserving our heritage and to promote community led me to become involved in the 2005 Centennial Committee and encouraged council to form the Museum Committee in Denzil. We now have a Museum to boast about.

2006 brought yet another challenge; I was elected Division IV Director and am currently serving my second term.

Community Profile

Village of Denzil

The Village of Denzil is located in a valley approximately 17 miles east of the Alberta border on Highway 31 and 140 miles due west of Saskatoon. Denzil began as a settlement area after the Canadian Pacific Railways were laid in 1909. The village was incorporated in 1911.

Denzil is a smaller community of 142 people with a large amount of community pride. The main economy in the area is farming and oil and gas production. The village has several businesses that provide a wide variety of goods and services.

We have just completed an upgrade to our camping facilities and now have 20 full service sites available in an enclosed treed area with a playground attached.

A trout pond is located across the highway from Denzil and is open all year for anyone wishing to try their luck at rainbow trout.

Communities in Bloom began in 2003 and has enhanced the beauty of the village as well as promoting community pride. The group has done very well as they became Provincial winners in 2006. Seasonal and holiday displays created by the Committee can be viewed on Main Street. This group sponsors a St Nick Day and a Breast Cancer Awareness potluck supper for the Community as well. Contests are held to increase community involvement in the Village.

In 2005, the Heritage of Hope Museum was opened and is a

unique place to visit. Windows feature hand-painted scenes created by our local artists. The Committee sponsors an Oktoberfest supper and a steak and lobster supper to provide social events for the Community.

Denzil has a community hall used for various functions as well as discing in the winter months. There is an indoor skating rink and two sheet artificial curling rink as well. Curling bonspiels are still very popular in the Village.

The Recreation Board sponsors Community Days in June of every year. This involves a slowpitch tournament and a dance in the community hall. A bunnock tournament including a supper is sponsored in September. The Board also sponsors a cash dance annually.

The Denzil Agriculture Society sponsors a fall fair and trade show as well as team penning and calf roping at the arena every fall.

The large stained glass windows in the Catholic Church are a major attraction to people who visit Denzil.

Our newly opened restaurant is getting rave reviews from our residents as well as surrounding communities.

As you can see our small village provides something for everyone so plan to visit Denzil where you will find hometown spirit and a welcoming smile!

Convention Minutes

Minutes of the Fifty-Second Annual Convention of the Urban Municipal Administrators' Association of Saskatchewan held at the Travelodge Hotel in Saskatoon, June 6th to 8th, 2007.

Present were: 174 Delegates

15 Spouses

3 Fraternal

41 Sponsors & Exhibitors

233

Wednesday, June 6th

Call To Order

President Michele Schmidt called the meeting to order at 9:00 a.m. Wednesday, June 6th, 2007.

Invocation

Father David Tumbach, Pastor of Holy Family in Saskatoon.

Welcome and Introductions

President Michele Schmidt introduced the Head Table and gave her welcoming remarks.

Executive Director's Report

Executive Director Richard Dolezsar provided his annual Report on the operation of the Association and announcements relating to the 2007 Convention Program.

2006 Convention Minutes

Moved by Richard Dolezsar that the 2006 Annual Convention Minutes be approved as circulated.

2006 Audited Financial Statement

Moved by Richard Dolezsar that the 2006 Audited Financial Statement be accepted as circulated.

Keynote Speaker - Christine Boyczuk

Christine Boyczuk provided an inspiring Conference Kickoff presentation entitled "From Good To Great: A Humorous Look At Saskatchewan's Finest".

Call For Nominations

Phil Boivin, Government Relations, Advisory Services, conducted the Call for Nominations For Vice President of UMAAS.

Vice President Nominations

Michele Schmidt, Kerrobert nominated Shelley Funk of Dalmeny for the position of Vice President. No further nominations were received upon third call. Phil Boivin declared Shelley Funk nominated as Vice President.

Municipal Sector Strategic Plan Presentation

Keith Comstock, Government Relations, Director Strategy and Stakeholder Relations, provided an

overview of the status of the Municipal Sector Strategic Plan and the Committee's 2007-2008 Workplan which includes review of:

- Revenue Sharing Policy Foundation
- Infrastructure Planning and Renewal
- Municipal Asset Information System
- Regional Economics
- Opportunities for UMAAS Participation

Exhibitors' Parade

Exhibitors were each given 1-2 minutes to introduce themselves and their products to the Delegates.

Noon Luncheon

Greetings on behalf of the City of Saskatoon by Councillor Bev Dubois.

The following Fraternal Delegates brought greetings:

MMAA - Ernie Epp

RMAA - Tim Leurer

LGAA - Catherine Dunn

District Meetings

District Meetings took place from 1:00 to 1:45 p.m.

Council Orientation Workshop

ADVOCO Consulting representatives, Wayne Jensen and Keith Schneider, presented a Workshop on the topic "What is Council's Role?"

Workshop-Municipal Act-Update/Progress To Date/Amendments

Dept. of Gov't Relations Staff including Carol Ingham and Bonnie Bjorndalen provided an information session on current municipal issues and new amendments respecting Municipal Act and Regulations.

Keynote Speaker

Sponsor representative, Judy May, Vice President, Customer Services Sales, SaskPower, introduced the keynote speaker, John Gormley, whose presentation was titled "The Saskatchewan Attitude - Is It Turning Around?"

Annual Banquet and Awards

The annual Banquet and Awards Program including the following items:

- Guest Speaker, Deputy Minister, Gov't Relations, Lily Stonehouse
- Recognition of Outgoing Executive Members
- Retirement Certificates
- Length of Membership Pins
- Recognition of New Certificate Holders

Convention Minutes

Thursday, June 7th, 2007

Workshop - Public Legal Education Access (PLEA) - Conflict Resolution

Rick McCormick of PLEA provided an insightful presentation on dispute resolution and techniques for dealing with difficult people and developing the courage to handle threatening and challenging situations.

Presentation - U of R Advanced Certificates in Local Gov't Authority

Christine Crowe of the University of Regina gave an update on the University of Regina Advanced Certificate in Local Government Authority Program.

Municipal Employees Pension Plan

Elaine Ireland of MEPP provided a detailed overview and update on the Pension Plan.

Networking Afternoon

Delegates participated in a Networking Afternoon with a choice of either a Texas Scramble Golf Tournament in Delisle or a Tour of the Bessborough Hotel. Both options were followed by a BBQ at the Delisle Golf Club. This was followed by a Golf Awards and Prizes evening and social. Winners of the Texas Scramble were the team of:

Jason Chorneyko, Brad Hvidston, Stephen Schury, Helen Martinka

Ladies Longest Drive - Bertha Hopfauf

Ladies Closest to the Pin - Pearl Peters

Men's Longest Drive - Ben Hopfauf

Men's Closest to the Pin - Steven Piermantier

Friday, June 8th

Workshop - "New Deal" Infrastructure Plan

Cathy Rintoul of the New Deal Secretariat presented a Workshop on "The New Deal - Infrastructure Plans" going through important issues relating to applications including:

- Development of Infrastructure Plans
- Accumulation of Funds
- Timing of Payments and Project Work
- Project Eligibility
- Eligible Costs
- Stacking of Grant Funds
- FAQ's

Workshop - Feeling Your Finest - Doreen Kerby

Doreen Kerby presented a workshop on health and nutrition and its relationship to personal health and "Feeling Your Finest" in the workplace.

Information Session: Capitalization of Municipal Infrastructure

Shelley Funk gave a presentation on preliminary proposals for the establishment of Municipal Asset Information System (MAIS) that are being proposed under the Public Sector Accounting Board Principles. The initial step for municipalities will be the establishment of an asset register.

SUMA Group Benefits Program Update

Shantel Lipp of the SUMA Group Benefits Program provided an update on SUMA programs and initiatives including:

- Potential Self Insurance Group Program
- SUMA Workshops
- Member driven organization - feedback to Corporate Services Office is always welcome.

Introduction Of 2007-08 Executive

Division 1 - Rodney Audette, Carnduff
Division 2 - Deb Machay, Maple Creek
Division 3 - Jason Chorneyko, Wynyard
Division 4 - Kathy Reschny, Denzil
Division 5 - Cathy Coleman, Watson
Division 6 - Nicole LaChance, Rosthern
Division 7 - Dianne McCallum, Ile a la Crosse
Associate - Judi Fisher, Island View
Vice President - Shelley Funk, Dalmeny
President - Michele Schmidt - Kerrobert
Past President - Kim Gartner, Macklin
Executive Director - Richard Dolezsar, Hudson Bay
Executive Assistant - Eileen Danyluk, Hudson Bay

President's Address

President Michele Schmidt thanked the Delegates and Executive Members for their support and looked forward to working with the new Executive and membership in the coming year.

Adjournment

President Michele Schmidt declared the Convention adjourned at 11:00 a.m.

***"Don't Count The Days
Make The Days Count"***

President's Message

- Michele A. Schmidt,
President UMAAS

This has been a very busy summer, time has just been flying by - it's extremely hot - the air conditioner at work isn't working and I just received my reminder email that my President's Message is due! Hopefully everyone had some time to take a few days of holidays and relax. The summer months have been quiet as far as Association business is concerned, this being normal due to government departments also being in the holiday mode.

The new Executive will be meeting for the first time in late September and we welcome the new members:

Vice President - Shelley Funk, Dalmeny; Division #3 - Jason Chorneyko, Wynyard; Division #6 - Nicole LaChance, Rosthern; Associate Director - Judi Fisher. Congratulations to everyone as they begin their terms.

Leaving the Executive at the past Convention was Orrin Redden, Watrous, as Director for Division #3 and Bertha Hopfauf, Lancer, Associate Director. Orrin and Bertha have served this Association in many capacities over the past years. Orrin will remain as our voice on MEPP which is a huge commitment; Bertha has retired and is enjoying spending time with her family, friends and squeezing in a golf game or two. Both Orrin's and Bertha's contributions to the Board

will be missed. Once again thank you Orrin and Bertha for all the time and effort you have given to attending to Association matters.

We as an Executive will be meeting jointly with the R.M.A.A. Executive in September to discuss various areas of mutual concern. This joint meeting is the only time during the year that the full Executives for our two Associations meet. With more and more joint municipal offices being formed this type of dialogue should become more common. If you have any questions or suggestions please contact your Director. This is your Association and the initiatives we pursue are driven by the membership, so take the initiative and help direct our future.

This fall, October 2007, a Year-end and Audit Preparation Workshop will be held. Topics to be discussed at this workshop include: Legislative requirements; financial statement components; common irregularities; required and suggested activities; adjusting entries; financial statements of municipal agencies; audit preparation; and tangible capital asset reporting. Hopefully, everyone will be able to attend this very worthwhile and educational workshop.

Executive Director's Editorial - Richard Dolezsar, RMA

Welcome aboard to our new Executive Members:

Division 3 - Jason Chorneyko of Wynyard
Division 6 - Nicole LaChance of Rosthern
Associate Director - Judi Fisher, R.V. of Island View

The 2007 UMAAS Conference held this past June in Saskatoon was rated very highly in delegates' evaluations. The theme "Saskatchewan's Finest" was a tremendous tool to build a conference around and allowed participants to feel good about themselves, their many community contributions and accomplishments. It's going to be a real challenge to follow up to this program in 2008. Your Convention Committee will be combing the 80 plus evaluations we received for suggestions and ideas for next year.

I'm going to take a few minutes to mention a pet peeve I've developed over the past few years in reviewing some of the grant programs that have been offered recently. I am absolutely amazed at how some of these initiatives are actually brought forward. A recent example is the federal HRSDC Call for Proposals to deliver \$3 million in funding to the Community Non-Profit sector. On the surface this sounds absolutely fabulous. What the Non-Profit sector couldn't do with \$3 million in funding when

augmented with all the grass roots volunteer efforts that we all see in every community. The only thing is when you look deeper into the programs the funding is going to evaporate into the analysis of the Canada Survey on Giving, Volunteering and Participating and Pilot projects amongst groups of 5 Non-Profit organizations across Canada to share Innovation in the Community Non-Profit sector.

Excuse me, but who thought of this, who asked for this and how could this have become a public priority in which to invest \$3 million? Non-Profit organizations are without a doubt the most innovative, resourceful groups in our society. Surely this funding could be directed in a more meaningful and directly beneficial manner. The sad part is that this type of so called innovative program and its buzz word criteria have become all too common, while in the meantime we scratch for dollars and undertake local fundraising initiatives for our population's "real" needs like Fire/Rescue units, Health Care Facilities and maintenance of our recreation infrastructure.

It's time to turn the ship around, but it is a gigantic task to get the message through to the decision makers. We'll all have to take up our oar to do it. So in the words of that famous redneck, Larry the Cable Guy, it's time to "Get er done".

Year-End And Audit Preparation Workshop

Training opportunity:

The Advisory Services Unit in cooperation with the Rural Municipal Administrators; Association of Saskatchewan (RMAA) and Urban Municipal Administrators' Association (UMAAS) will be conducting a series of one-day Year-End and Audit Preparation Workshops during October for rural and urban administrators.

Topics to be discussed at this workshop include:

- * legislative requirements;
- * financial statement components;
- * common irregularities;
- * required and suggested activities;
- * adjusting entries;
- * financial statements of municipal agencies, boards, commissions and enterprises;

- * incorporation of financial entries from a dissolved or restructured municipality;
- * audit preparation and data analysis; and
- * tangible capital asset reporting.

Who should attend?

All municipal local government administrators and other municipal staff whose duties include preparation of the Municipality's annual financial statement.

How to register?

Pre-registration is required.

- * Complete the enclosed registration form, indicating which location that you will be attending.
- * Forward completed registration form and fee (\$50.00 + GST) payable to "UMAAS" to the appropriate Director.
- * Space is limited, you are advised to register early.

Workshop Dates and Locations:

Date	Venue	Address	Community
October 16	Wilkie Community Hall	301-5th St. West	WILKIE
October 17	Wakaw Rec Centre	201-Main Street	WAKAW
October 18	West End Hall	23-3rd Street NW	PREECEVILLE
October 22	Elks Hall	2390 Proton Ave	GULL LAKE
October 23	Briercrest College	Dining Hall Building	CARPONPORT
October 24	Kipling Community Hall	301-6th Ave.	KIPLING

Agenda

9:30 a.m. - 10:00 a.m.	Coffee and registration
10:00 a.m.	Call to order
10:00 a.m. - 11:00 a.m.	Pre-audit preparation
11:00 a.m. - 12:00 p.m.	Analysis of Financial Information and Adjusting Entries
12:00 p.m. - 1:00 p.m.	Lunch Break Lunch provided; included in registration fee
1:00 p.m. - 2:15 p.m.	Financial Statement preparation a review of the components of the annual financial statements, consolidation of financial statements, and dealing with dissolutions and restructuring
2:15 p.m. - 2:30 p.m.	Pre-audit preparation
2:30 p.m. - 4:00 p.m.	Upcoming Changes tangible capital property listings, public performance reporting
4:00 p.m.	Wrap up