ONLINE LEARNING: Quick Books for Beginners and Advanced Users

$25 for member, $50 non-member, $12.50 PSAB Plus members

A bookkeeper is a very important position in local municipal governance with many important tasks that are necessary to keep municipal budgets on track. QuickBooks is one of the most widely known forms of accounting spreadsheets. Learn how you can make this program work best for your needs. Bonnie Aleshire of SEK, CPAs & Advisors will be the presenter. Bonnie is a Certified Advanced QuickBooksProAdvisor. Learn more about SEK’s QuickBooks services at www.sek.com

Quick Books Desktop User Group Tips, Tricks, Tools, and More for All User Levels
Thursday, August 11, 2022, ● 10-11:30 am

or

QuickBooks Desktop User Groups Tips, Tricks, Tools, and More for All User Levels
Thursday, August 25, 2022, ● 10-11:30 am

online series will qualify for CBO requirements for classroom training credits. The two-part series will take the place of the traditional classroom requirements and offers 3 CBO credit hours.
ONLINE LEARNING: The Zoning Officer 101 (three-part series)
$125 for member, $150 non-member, $62.50 PSAB Plus members
4.5 CLE $30 (additional fee required)

Everything you need to know as a Zoning Officer! A Zoning Officer is one of the most important municipal positions, but unfortunately training is often hard to find. This three-part online class is a great start for new Zoning Officers and staff and an excellent refresher for seasoned Zoning Officers and staff. We will explain the duties of a Zoning Officer, statutory authority, Municipalities Planning Code requirements, as well as a review of the specific job functions of a Zoning Officer, including permits, inspections, Zoning Hearing Board administration, enforcement, building codes, records retention, and Right-to-Know. We will also discuss various lessons learned during COVID, such as electronic submissions and working remotely.

What is a Zoning Officer? Permits, Plans and Approvals
Tuesday, August 16, 2022, ● 10-11:30 am

Zoning Hearing Board Administration & Enforcement
Tuesday, August 23, 2022, ● 10-11:30 am

Zoning Records Retention, Right to Know and Lessons Learned
Tuesday, August 30, 2022, ● 10-11:30 am

This online series will offer credit hours for the CBO requirement for classroom training credit hours and offers 4.5 CBO credit hours.
2022 ONLINE LEARNING: Municipal Budgeting (five-part series)
$100 for member, $150 non-member, $50 PSAB Plus members
A budget is one of the most important documents a municipality develops and approves on an annual basis. It is a document that acts as policy, guide, and communicator of priorities for appointed staff and the public alike. Review will include developing a budget calendar, determining fee schedules, structuring spreadsheets, and narratives plus the importance of developing and coordinating the use of a capital budget with operational budgets to better stabilize tax rates and keep your community on the right track.

Municipal Budgeting 101 (Overview)
Thursday, September 8, 2022, ● 10-11:00 am
Part one will be an overview of the budgeting process, including the budget calendar, budget development, the laws which regulate municipal budgeting, and good budgeting practices to consider.

Revenues
Thursday, September 15, 2022, ● 10-11:00 am
Part two discussion will focus on the revenue portion of a municipal general fund budget, including revenue sources available to municipalities, the major factors affecting revenues, and estimating revenues.

Expenses
Thursday, September 22, 2022, ● 10-11:00 am
Part three discussion will focus on the expense portion of a municipal general fund budget, including the various types of municipal expenses, the major factors affecting expenses, and estimating expenses.

Other Funds
Thursday, September 29, 2022, ● 10-11:00 am
Part four will focus on the budgets for the “Other Funds”, including such funds as the State Liquid Fuels Fund, Water/Sewer Enterprise Funds, and Pension Funds.

Bring It All Together
Thursday, October 6, 2022, ● 10-11:00 am
Part five will bring it all together. We will review types of accounting, activities once the budget is adopted, financial reporting, and auditing. We will also touch on the COVID-19 possible effects on budgets. Time will also be provided to review questions from the first four parts.

The five-part series will take the place of the traditional classroom sessions and offers 5 CBO credit hours. The series will be interactive and include group discussions.
2022 ONLINE LEARNING: Community Economic Development

Key State and Federal Programs

$50 for member, $100 non-member, $25 PSAB Plus members (two-part series) 3 CLE $25

Key Programs to Accomplish Business Development & Retention (Part 1)
Tuesday, September 13, 2022, ● 5:30 pm-7:00 pm

DCED Keystone Communities
- Planning Grants
- Implementation Grants
- Façade Grants
- Priority for designated Main Street and Elm Street Communities

FHLB Banking on Business Loan Program

Community Development Block Grants
- Special rules regarding micro-businesses

Community Development Financial Institution Lenders
- List of Pennsylvania CDFI’s

SBA 504 Program

Key Programs to Accomplish Community Development Projects (Part 2)
Tuesday, September 20, 2022, ● 5:30 pm-7:00 pm

State
- Redevelopment Assistance Capital Program (RACP)
- Keystone Communities
- Building PA

Tax Credits
- New Markets Tax Credits
- Historic Tax Credits

Federal
- Economic Development Administration
- USDA Rural Development Programs
- Community Development Block Grant
- Appalachian Regional Commission

Other
- Tax Increment Financing

This online series will offer credit hours for the CBO requirement for classroom training credit hours and offers 3 CBO credit hours.
2022 ONLINE LEARNING: Winter Maintenance Basics & Best Practices
$100 for member, $150 non-member, $50 PSAB Plus members (three-part series)
Review will include the important pre-winter preparations necessary for efficient and safe operations during winter weather. Plowing operations and many techniques used with common equipment will be discussed plus specific areas of operational and safety concerns including pre-planning, spreading operations, salt and other materials, pre-wetting salt (when, how, and the advantages and benefits), anti-icing, necessary post-storm cleanup, and final winter cleanup operations. Public Works Directors, Street and Road Crews, Municipal Officials, or anyone involved with winter/snow removal operations for their community will benefit from this information. Public Works Director, Jason Dailey, will be the presenter.

Winter Maintenance 101
Thursday, October 7, 2022, ● 10-11:30 am
Part one will be an overview of the budgeting process, including the budget calendar and budget development.

Winter Maintenance Best Practices
Thursday, October 14, 2022, ● 10-11:30 am
Part two discussion will include the major factors affecting a budget including estimating revenues and expenses.

Winter Maintenance Staffing/Budgeting and Finances
Thursday, October 21, 2022, ● 10-11:30 am
Part three will focus on budgeting “other funds”, and the budget adoption process.

This online series will qualify for CBO requirements for classroom training credits. The three-part series will take the place of the traditional classroom requirements and offers 4.5 CBO credit hours.
2022 ONLINE LEARNING: Your Role as a Municipal Secretary/Administrator
$150 for member, $200 non-member, $75 PSAB Plus members (five-part series)
Review will include information on how local government is organized and its function, important municipal codes, key functions of the secretary/administrator, meetings, legislation, public notices, records management, citizen relations and professional resources. Plus, records, reports and financial management, communicating with elected officials, the Sunshine Act and best practices review. This training fee includes access to two pre-recorded webinars to help with state report filing and basic planning & zoning administration.

Everything You Need to Know About Meetings
Monday, October 31, 2022, ● 10-11:30 am
Part one will explore types of meetings, agendas, minutes, public comment, participation by distance, executive sessions and working with committees.

Basic Government
Monday, November 7, 2022, ● 10-11:30 am
Part two discussion will include the roles of elected and appointed officials, types of legislation, public notice, records management, and disposition.

Intro to Budgets and Finance
Monday, November 14, 2022, ● 10-11:30 am
Part three will detail types of funds and taxes, bill paying and other processes, purchasing and disposing of municipal property, and budget basics.

Other Duties as Assigned
Monday, November 21, 2022, ● 10-11:30 am
Part four will review your responsibilities for planning and zoning, code administration, risk management, personnel, social media and much more.

Best Practices
Monday, November 28, 2022, ● 10-11:30 am
Part five topics include managing complaints, working with elected officials, planning for absences and redundancy, organization tips and other best practices.

This online series will satisfy CBO requirement C for municipal secretaries/administrators. The five-part series will take the place of the traditional classroom two-day sessions and offers 12 CBO credit hours. The series will be interactive and include group discussions.
ONLINE LEARNING: Quick Books for Beginners and Advanced Users
$25 for member, $50 non-member, $12.50 PSAB Plus members
A bookkeeper is a very important position in local municipal governance with many important tasks that are necessary to keep municipal budgets on track. QuickBooks is one of the most widely known forms of accounting spreadsheets. Learn how you can make this program work best for your needs. Bonnie Aleshire of SEK, CPAs & Advisors will be the presenter. Bonnie is a Certified Advanced QuickBooksProAdvisor. Learn more about SEK’s QuickBooks services at www.sek.com

Quick Books Desktop User Group Tips, Tricks, Tools, and More for All User Levels
Thursday, November 10, 2022, ● 10-11:30 am

or

QuickBooks Desktop User Groups Tips, Tricks, Tools, and More for All User Levels
Thursday, November 17, 2022, ● 10-11:30 am

*This online series will qualify for CBO requirements for classroom training credits. The two-part series offers 3 CBO credit hours.*
ONLINE LEARNING: Redeveloping Blighted Properties Tools & Financing
$100 for member, $150 non-member, $50 PSAB Plus members, (3) CLE $15 (two-part series)

Tools for Preventing, Remediating, and Redeveloping Blighted Properties
Tuesday, December 6, 2022, ● 5:30 pm – 7:00 pm

This class will focus on some practical approaches for preventing, remediating, and redeveloping blighted properties into productive uses. These approaches have included but are not limited to focused code enforcement strategies, prohibiting bad actors from purchasing at properties at tax sales, charging chronic code violators with misdemeanors, permit denial and conservatorship. Also new tools available to communities through recent legislation will be discussed. This includes phasing of real estate taxes on improvements to blighted properties (Act 61 of 2020) and encumbering properties that have been declared unfit for human habitation (Act 101 of 2020). The role of land banks, redevelopment authorities, non-profit community development corporations and private developers will be discussed. A case study approach featuring projects across the Commonwealth of Pennsylvania will be used. This course is a must for local municipal officials, economic and community development professionals, private and non-profit developers, and community stakeholders.

Financing Options for Redeveloping Blighted Properties
Tuesday, December 13, 2022, ● 5:30 pm – 7:00 pm

Funding sources available for the redevelopment of blighted properties will be covered during the hour and a half online class. Local, federal, and state funding programs designed to leverage private investment and grow your community’s tax base will be discussed in detail. Several detailed case studies will be profiled which illustrate how public and private funding can be blended to successfully accomplish the redevelopment of deteriorated commercial and residential properties. State funding programs discussed will include PHARE, Keystone Communities, Neighborhood Assistance Tax Credits, and Redevelopment Assistance Capital Program (RACP). Local funding options covered will include Act 152 Demolition Funds, Act 137 Housing Trust Funds, and tax incentives phasing-in taxes on improvements in deteriorated areas. The use of federal CDBG funds for acquisition, rehabilitation and demolition will also be discussed. This course is a must for local municipal officials, economic and community development professionals, private and non-profit developers, and community stakeholders.

This online series will qualify for CBO requirements for classroom training credits. The two-part series offers 3 CBO credit hours.