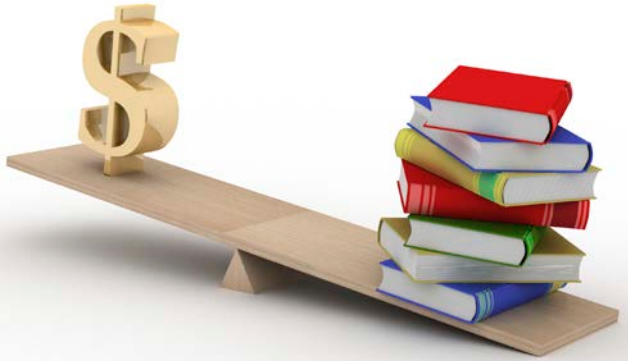


TRAINING FOR CLERKS



MRWA Service

Avoid unnecessary training bells and whistles – *stick to the training you need.*

MRWA offers low-cost one-on-one on-site training for clerks:

A non-exhausting list of clerk duties that exist in statutory cities and missed reports and deadlines often result in fines and penalties. Bringing your clerk up to speed in your city will avoid such costly errors, develop a positive vision, and reap long term results.



Budgeting

Basic budgeting guideline to assist clerks and city officials in preparing annual budgets.

Significant Dates

Calendar of important dates significant in the city business year.

Deposit & Investment Overview

City deposit and investment overview and laws that pertain to cities.



Election

City election and special election assistance.

Competitive Bidding

Competitive bidding requirements in cities.

Data Practices

Data practices: analyze, classify & respond.

Internal Controls

Policies for internal controls.



Gambling

Lawful gambling requirements.

Meeting Requirements

Types of meetings, open meeting law, notice requirements, scheduling, attendance, minutes, procedures, motions, & newspaper requirements.

Payroll Taxes

State, federal and sales tax reports.

Much More Including:

- Liquor Licensing & Regulations
- Procedures for Paying City Claims
- Securing Payment of Utility Charges
- Special Assessment Procedures
- Zoning Guidance & PERA Reports
- Ordinances & Income Surveys
- Utility Billing for Small Systems

We look forward to meeting with you and helping your staff get the training they need, request a quote online today: www.mrwa.com/clerk.html; reasonable fees.

MINNESOTA RURAL WATER ASSOCIATION

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