



Small Cities Assistance Program

Local Government Support

The State Auditor's Office Local Government Support Team provides training and technical assistance for cities and towns with populations of fewer than 10,000 citizens.

We provide training for new personnel and officials in the areas of legal compliance and government accounting issues. These issues range from preparing an annual financial report; developing a budget; reconciling financial reports; reviewing internal control procedures; and procedures needed to assure accuracy and accountability.

Our Small Cities Specialist Toni Nelson has extensive experience with local government, including having worked as a Clerk/Treasurer for a small town. Her experience is key to our ability to assist with your questions, concerns or problems.

We offer a full range of assistance. The most common issues we assist with are:

- **Annual Report preparation**
- **BARS manual assistance**
- **Budget development training**
- **Cash basis accounting**
- **Fund balance reconciliation**
- **Grant accounting training**
- **Internal control review**
- **Payroll system review and training**
- **Administrative procedures and compliance issues**
- **Public works projects, including accounting assistance, bid law and small works projects issues**

Training & Technical Assistance

Small Cities Assistance can be provided through on-site training, telephone and/or e-mail support. Contact Toni Nelson directly with your questions or to schedule a meeting.

In addition to the one-on-one training provided by the Small Cities Assistance Program, we provide regional training opportunities, such as financial reporting classes and the annual "Basics Training for New Clerks/Treasurers." You can find the dates for all of these training opportunities at the central registration site of the Municipal Research and Services Center (MRSC) at www.mrsc.org.

Along with the classes developed for smaller entities, the Local Government Support Team provides annual training for BARS (the prescribed accounting and reporting system required by the state for local government entities) and grant accounting throughout the state.

For more information and course descriptions, contact our Local Government Support Team (360) 725-5596 or visit to the central registration Web site of MRSC.

The State Auditor's Office also has a Local Government Help Desk on our Web site at www.sao.wa.gov for your technical accounting and auditing questions.

Brian Sonntag, CGFM
Washington State Auditor

www.sao.wa.gov

Contacts

For additional information, technical assistance or to schedule on-site training, contact:

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