



# 2025 ILMCT INSTITUTE & ACADEMY VIRTUAL SERIES NOVEMBER 4-6, 2025

The 2025 ILMCT Institute & Academy Virtual Series is back! Like last year, the meetings will take place over three dates: November 4, November 5, and November 6. November 4th and November 6th are ILMCT Education Days and will include presentations covering website accessibility, SEA 1, W-2s, the 1782 Notice, and much more. November 5th is a called meeting by the State Board of Accounts (SBOA). The SBOA Meeting will include a welcome followed by presentations from the agency or their designees.

## NOVEMBER 4 (I&A EDUCATION)

*All times noted are Eastern.*

9:00 a.m. – 9:15 a.m.	<b>Welcome &amp; Remarks</b>
9:15 a.m. – 10:15 a.m.	<b>CMC AND MMC WORKSHOP*: SEA 1 and Beyond: Navigating the Latest Legislative Changes for Indiana Municipal Officials</b> Join Aim CEO Matt Greller for an in-depth workshop focused on Senate Enrolled Act 1 (SEA 1) and its implications for local government operations. This session will provide actionable insights into the next steps required for compliance and implementation of SEA 1. In addition to SEA 1, the workshop will provide an overview of key legislative matters leading into the 2026 session.
10:30 a.m. – 11:30 a.m.	<b>CMC AND MMC WORKSHOP*: Mastering W-2s: Uploading, Corrections, and Pitfalls</b> Preparing and submitting W-2s accurately is a critical duty for clerk-treasurers. This hands-on workshop will guide participants through the entire process, from uploading forms online to making corrections both before and after submission. Attendees will learn the requirements for electronic filing and printed forms, gain practical tips to avoid common mistakes, and leave with the confidence to manage W-2 reporting smoothly and efficiently.
12:00 p.m. – 1:30 p.m.	<b>CMC AND MMC WORKSHOP*: Love Your Work, Lose the Burnout: You Love the Work you do – but it's Stretching you Thin</b> In this powerful and practical session, keynote speaker Trish Tutton will guide attendees through strategies to reframe stress and build greater self-awareness. Learn how to strengthen your resilience and develop the tools to respond to challenges rather than react impulsively. Trish will share accessible, low-effort practices that create high-impact results in both your personal and professional lives. Walk away feeling more grounded, focused, and equipped to handle stress with clarity. This session is designed to inspire lasting change with tools you can use immediately.

## NOVEMBER 5 (SBOA EDUCATION)

*All times noted are Eastern.*

9:30 a.m. – 9:35 a.m.	<b>Welcome &amp; Remarks</b>
9:35 a.m. – 11:35 a.m.	<b>Federal Audit Readiness and Legislative Changes</b> Stay informed on the latest audit and compliance matters directly from the State Board of Accounts. This session will focus primarily on how municipalities can prepare for federal audits, with practical guidance tailored to the unique responsibilities of clerks and clerk-treasurers. Attendees will also receive updates on recent legislative changes that impact local government operations, along with insights into how these developments may affect financial reporting and oversight. In addition, attendees will hear the latest news about Gateway, including tools and features that impact reporting responsibilities. Designed specifically for clerks and clerk-treasurers, this workshop will offer practical insights and guidance to help you stay compliant, streamline your reporting processes, and prepare for upcoming audits.

\*Denotes combined CMC and MMC Workshop!

## NOVEMBER 6 (I&A EDUCATION DAY)

*All times noted are Eastern.*

9:00 a.m. – 9:05 a.m.	<b>Welcome &amp; Remarks</b>
9:05 a.m. – 10:05 a.m.	<b>CMC WORKSHOP: After the Budget Passes: Navigating the 1782 Notice and Finance Steps in Indiana Budgeting</b> Your budget has passed – now what? This workshop is designed specifically for clerks and clerk-treasurers to walk through the critical post-budget steps, including how to review and respond to the Department of Local Government Finance (DLGF) 1782 Notice. The presenter will cover what the 1782 Notice means, how to verify levy and rate information, timelines for submitting responses or corrections, and best practices for finalizing and implementing your adopted budget.
10:20 a.m. – 11:20 a.m.	<b>MMC WORKSHOP: Measuring and Improving Performance</b> The session will help attendees be able to define organization and employee performance in outcome-based terms. Participants will learn about outcomes, objectives, how activities produce results, and SMART Goals. The purpose of this session will be to help clerk-treasurers better learn how to focus on the correct outcomes to produce better performance results within their office. Presenter will provide examples of performance measurements and basic concepts on measuring and improving performance.
11:30 a.m. – 12:30 p.m.	<b>CMC AND MMC WORKSHOP*: WCAG 2.2 Unpacked: Preparing for Upcoming Accessibility Deadlines</b> This session will break down the key updates in WCAG 2.2, providing participants with a clear understanding of their responsibilities and the timelines for compliance. Attendees will learn how to bring websites and digital platforms into alignment with accessibility standards, while also addressing related social media considerations for a consistent and inclusive online presence. Practical strategies will be shared to help prepare for the July 2026 and July 2027 deadlines, ensuring accessibility, inclusivity, and regulatory readiness across all digital communications.
12:40 p.m. – 12:45 p.m.	<b>Welcome &amp; Remarks</b>
12:45 p.m. – 1:45 p.m.	<b>MMC WORKSHOP: Efficient, Secure, and Collaborative: Mastering Google Sheets and Excel 365</b> Municipal officials manage financial data and reports daily, and the right tools make a big difference. This workshop compares Google Sheets and Excel 365, covering key features, strengths, and limitations to help you choose the best platform. Learn practical skills like data entry, importing data, working with different file formats, collaborative editing, cloud sharing, privacy considerations, and using Google Forms or Microsoft Forms. By the end, attendees will know how to use cloud-based tools to work smarter, share information securely, and improve efficiency. Not ready for Google Sheets? Be sure to check out the Essential Excel Skills workshop being offered.
2:00 p.m. – 3:00 p.m.	<b>CMC WORKSHOP: From Data to Decisions: Essential Excel Skills for Clerk-Treasurers</b> As a Clerk-Treasurer, you juggle financial data, reports, and tracking systems daily. This workshop will introduce essential Excel skills and time-saving shortcuts tailored to your role. Attendees will gain skills in data entry, formulas, and formatting, build user-friendly spreadsheets to track budgets and reconcile reports, and use pivot tables and presentation tools to create clear, professional reports. The session will also cover basic file management tips to help you stay organized. Attendees will leave with practical tools they can apply immediately. If Excel isn't for you, be sure to join the Google Sheets workshop instead.



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CMC and MMC credits will be offered on November 4 and November 6. Please be sure to review the agenda contained within this brochure for specific dates and times for each workshop. A full CMC registration will provide you access to all CMC workshops being presented on both days. A MMC full registration will provide you access to all MMC workshops on both days. If you are interested in attending CMC and MMC workshops, please be sure to select the add on option in the registration portion of the brochure.

## HOW TO REGISTER

**Mail:** ILMCT  
125 W Market Street, Suite 100  
Indianapolis, IN 46204

**Fax:** (317) 237-6206

**Email:** bbystry@aimindiana.org

## YOUR INFORMATION

Name

Title

Municipality/Company

Address

City/Town

State

ZIP

Phone

Email (Required!)

## REGISTRATION

**DEADLINE: October 27**

**Registration** (Please Select)

- ☐ \$125 - Full **CMC Only** Registration (all days includes SBOA)  
☐ \$125 - Full **MMC Only** Registration (all days includes SBOA)  
☐ \$25 - SBOA Meeting **Only**  
☐ \$50 - Recordings **Only** (all days)\*

\*CMC or MMC Credits will not be given to those that purchase the recording. You must participate in the virtual event to earn credits.

**Additional Options** (Please Select)

- ☐ + \$25 - Add **MMC** to the CMC Full Registration  
☐ + \$25 - Add **CMC** to the MMC Full Registration

Registration Amount  
\$

Additional Options  
\$

Total  
\$

**Payment Method** (Circle One) Check Visa MasterCard Discover AmEx

**Check Number** (Payable to ILMCT)

**Credit Card Number**

**Expiration Date**

**Verification Code**

**Cardholder Name**

**Billing Address**

**City/Town**

**State**

**ZIP**

**Authorized Signature**

## SBOA CALLED MEETING

The SBOA Meeting is a called meeting of the State Board of Accounts. Indiana law (IC 5-11-14-1) allows for city and town officials who attend called meetings to pay for registration or be reimbursed for travel expenses from the General Fund from any money not otherwise appropriated. Further, the law specifies that a claim for registration and travel expenses incurred while attending a called meeting may not be denied by the body responsible for the approval of the claim if the claim complies with IC 5-11-10-1.6 and IC 5-11-14-1.

## CANCELLATION & REFUND POLICY

Cancellation received in writing on or prior to the registration deadline will be refunded minus a \$25 processing fee. Registration cancelled after the registration deadline will not be refunded. Cancellations should be faxed to (317) 237-6206 or emailed to bbystry@aimindiana.org.