

SC Municipal Finance Officers, Clerks and Treasurers Association and SC Business Licensing Officials Association

Joint Academy

October 8 – 11, 2024

Sonesta Resort
Hilton Head Island

Tuesday, October 8

1:30 – 4:00 p.m. **BLOA Registration**

2:00 – 3:00 p.m. **W-2 or 1099?**

*Teresa Eaton, MBL, Licensing, Permitting
& Court Manager, City of Florence*

*Sonya Lee, MBL, Business License Coordinator,
Town of Lexington*

How do you identify if workers are W-2 employees and are covered by the businesses license or if they are 1099 contractors and need their own licenses? Learn how these two jurisdictions license consignment shops, tattoo parlors and barber shops.

3:00 – 3:15 p.m. **Break**

3:15 – 4:15 p.m. **Auditing a Business**

*April Akins, MBL, Revenue Services Manager,
Town of Hilton Head Island*

*Tami Fralick, MBL, Revenue Collections Director,
Charleston County*

Audits are one of the enforcement tools that business licensing officials use to ensure accuracy of gross receipts reported to them for licensing purposes. Hear from two business licensing officials about their processes and procedures for conducting audits. If you use a checklist, bring it with you to share with your table.

4:15 p.m. **Adjourn**

Wednesday, October 9

8:00 – 9:00 a.m. **Continental Breakfast**

9:00 – 10:00 a.m. **Gross Income, Gross Receipts,
Deductions — What
Information Do I Need to
Classify a Business Correctly?**

*Joy Krutek, MBL, Business License Administrator,
Dorchester County*

*Cynthia Oliver, MBL, City Clerk and Business
License Manager, City of Hardeeville*

Classifying businesses can be tricky, especially when there are multiple operations going on at the same business, such as a gas station. Does gross income mean gross receipts? Can certain taxes or other income be deducted from the gross income figure? Can one license be issued or are multiple licenses needed? This session will help you navigate the thorny issues of classification.

10:00 – 10:15 a.m. **Break**

10:15 – 11:15 a.m. **Swap Shop Discussions**

Bring your business license applications and checklists you use that make your day-to-day tasks easier and share with the other attendees. Bring your questions and ask the others in the room how they handle the situations that are currently causing you heartburn.

11:15 a.m. – noon **BLOA Business Meeting**

BLOA Board of Directors

Noon – 1:30 p.m. **Lunch on Your Own**



Municipal Association
of South Carolina

1411 Gervais Street
PO Box 12109
Columbia, SC 29211
www.masc.sc

The SC Municipal Finance Officers, Clerks and Treasurers Association and the SC Business Licensing Officials Association are affiliates of the Municipal Association of South Carolina.

1:00 p.m. MFOCTA Registration Begins

1:30 – 1:45 p.m. Welcome to Joint Sessions

1:45 – 3:45 p.m. **The Enneagram and the Workplace: How Do We Make This Work?**

Matthew Wilkie, MSW, Founder, The Well Counseling Services, LLC

The Enneagram explores nine different personality types. Wilkie will help us understand each type, and how we can work with others who are not the same number that we are.

3:45 – 4:45 p.m. **Break to Check In/ Freshen Up Before Exhibitor Reception**

4:45 – 5:45 p.m. **Exhibitor Reception**

Visit with exhibitors and get your calling cards signed for a chance to win a door prize.

5:45 p.m. **Dinner on Your Own**

Thursday, October 10

8:30 – 9:30 a.m. **Breakfast With Exhibitors**

9:30 – 9:45 a.m. **Exhibitor Introductions/Door Prize Drawing**

9:45 – 11:45 a.m. **Motivational/Leadership Session**

Lefford Fate, Support Services Director, City of Sumter

11:45 a.m. **BLOA Adjourns**

Noon – 1:30 p.m. **Lunch on Your Own**

1:30 – 2:30 p.m. **Breakout sessions (Choose one)**

Effective Financial Management: Best Practices for Budgeting and Reporting

Naomi Reed, Field Services Manager, Municipal Association of SC

Get practical insights and best practices in financial management. Discover key strategies for developing effective budgets and producing clear, accurate reports. Gain essential tools to enhance your financial operations and improve transparency, ensuring a stronger, more resilient municipality.

The Ins and Outs of Codification

Rich Frommeyer, Codification Consultant, American Legal Publishing

Codification is the process of collecting, organizing, and consolidating local government ordinances and regulations into a comprehensive and user-friendly document. Discuss the process of codification, why and how often it should be done.

2:30 – 2:45 p.m. **Break**

2:45 – 3:45 p.m. **Roundtable Discussions – Ask the Experts**

3:45 – 4:00 p.m. **New to MFOCTA or Want to Learn More?**

New to MFOCTA? Join us to learn more about the benefits of membership, training opportunities and national certification options.

4:00 p.m. **Adjourn Dinner on Your Own**

Friday, October 11

8:00 – 9:00 a.m. **Continental Breakfast**

9:00 – 10:00 a.m. **Policies and Procedures Roundtables**

Bring your policies and procedures manuals and your ordinances to discuss with the other attendees. Get tips on best practices and streamlining day to day tasks.

10:00 – 10:45 a.m. **MFOCTA Business Meeting**

10:45 a.m. **MFOCTA Adjourns**

CMC/MMC Credits

These sessions have been submitted to the International Institute of Municipal Clerks for review to determine the certification credit value of each session. The number of credits allowed is determined at the sole discretion of the International Institute of Municipal Clerks. IIMC allows one point for every four hours of class time. Attendees must sign the attendance sheet for each session and complete the Knowledge Transfer Form for each session that credit is sought.

CPFA Points

These sessions have been submitted to the Association of Public Treasurers of the U.S. and Canada for review to determine the certification credit value of each session. The number of credits allowed is determined by the sole discretion of the Association of Public Treasurers of the U.S. and Canada. Attendees must sign the attendance sheet for each session that credit is sought.

MBL Points

To receive points for the masters in business licensing designation, attendees must sign the attendance sheets for each business licensing session attended. Attendees can earn 5 points towards their MBL designation.

Exhibiting

If your organization is interested in exhibiting, contact Elizabeth Copeland at 803.933.1257 or ecopelnad@masc.sc. Exhibitor information is also available on the Association's website, www.masc.sc (keyword: BLOA).

Registration Information

Online registration is available by logging on to www.masc.sc. Online registration must be paid by Visa or MasterCard. If paying by check, mail completed registration form and check, made payable to the Municipal Association of South Carolina, to:

Municipal Association of SC
PO Box 12220
Columbia, SC 29211
Attn: BLOA/MFOCTA Joint Academy

Registration includes continental or full breakfast each morning, exhibitor reception and all educational materials. **Cancellations must be received by 5 p.m. on Friday, September 27.** Refunds will not be given after this date. Conference attire is business casual. Meeting rooms may be cool, so please prepare accordingly.

Accommodations

The Joint Academy will be held at the Sonesta Resort Hilton Head Island. A special room rate of \$199 plus taxes and fees per night has been made available. Reservations can be made online at <https://book.passkey.com/event/50810513/owner/55350/landing>. The reservation link can also be found on the meeting information page at www.masc.sc (keyword: BLOA). The special rate is guaranteed until the reserved block of rooms is filled, or until Saturday, September 7.

The hotel reservation deadline is 5 p.m. on Saturday, September 7.

Check in: 4 p.m.
Check out: 11 a.m.

Contact Information

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Name Badge Information

The following information will appear on your name badge for this meeting.

First name (example: Bill)

Full name (example: William J. Smith, Jr.)

Mr. Ms. Dr.

Title New

Local government/business name

Guest Information

Full name (example: William J. Smith, Jr.)

Contact Information

Birth month/day

Last four digits of SSN

This combination of numbers is used as the official's personal identification number to access online services, simplify event registration and ensure proper recording of participation in Association training programs.

Local government/business name

Preferred mailing address New

Type: Municipal Business

City/State

Zip

Preferred phone New

Type: Municipal Business Mobile

Registration Fees

Attending BLOA Only (Tuesday – Thursday)

- BLOA Member \$235 _____
- BLOA Nonmember \$285 _____

Attending MFOCTA Only (Wednesday – Friday)

- MFOCTA Member \$235 _____
- MFOCTA Nonmember \$285 _____

Attending Both Meetings (Tuesday – Friday)

- Member \$300 _____
- Nonmember \$350 _____

- Guest Registration \$50 _____

Includes exhibitor reception and exhibitor breakfast.