

SC Municipal Finance Officers, Clerks and Treasurers Association Spring Academy

April 10, 2025

Cooperative Conference Center | Columbia, SC

8:15 – 9:00 a.m.

**Registration and
Continental Breakfast**

Get tips on managing records, understanding retention schedules and best practices for records organization and storage. The SC Department of Archives and History is updating the retention schedules, and will review what is changing and when the new schedules will be rolled out.

9:00 – 9:15 a.m.

Welcome

9:15 – 10:00 a.m.

**Legislative Update and
Business License Class
Schedule Update**

Caitlin Cothran, Manager for Local Revenue Services, Municipal Association of SC

Casey Fields, Director of Advocacy, Municipal Association of SC

12:15 – 1:15 p.m.

Lunch

1:15 – 2:15 p.m.

**Concurrent Sessions
(Choose One)**

Common Issues Found During an Audit

Larry Finney, Partner, Greene Finney Cauley, LLP

When undergoing an audit, you have to provide various financial documents. Good recordkeeping and internal controls will make the audit process easier and will help you avoid common audit findings. Learn more about the issues that result in findings and management letter comments. Get tips on how to make preparing for your next audit easier.

AI for Beginners: Unlocking the Power of AI Tools

Urica Floyd, Staff Associate for Training and Learning Solutions, Municipal Association of SC

Artificial Intelligence is transforming the way we work, create, and problem-solve—but where do you start? This beginner-friendly workshop introduces you to the world of AI tools, helping you understand how they work and how to use them effectively. We'll cover key concepts, explore popular AI applications (like chatbots, image generators, and data analysis tools), and provide hands-on guidance to help you integrate AI into your daily tasks. This session will give you the confidence to start using AI tools with ease. No prior experience required!

10:00 – 10:15 a.m.

Break

10:15 – 11:00 p.m.

**SC Freedom of Information
Requests – Timeline and Fees**

Eric Shytle, General Counsel, Municipal Association of SC

The SC Freedom of Information Act provides rules for disclosing public records. Get a comprehensive overview of the required timelines for responding to information requests, including the 10- and 20-business-day response periods based on the age of the records. Attendees will also learn about permissible fees to cover search, retrieval and redaction costs, with guidance on ensuring that fees are reasonable and transparent. This session is essential for municipal professionals seeking to effectively manage FOIA requests in compliance with state law.

11:00 – 11:15 a.m.

Break

11:15 a.m. – 12:15 p.m. **Records Management in
South Carolina**

Chris Condon, Local Records Analyst, SC Department of Archives and History

Learn more about the state's records management policies and how to ensure compliance.

2:15 – 2:30 p.m.

Break

2:30 – 4:30 p.m.

Beauty Will Save Us

*Morgan Lee, Chief Learning Leader,
Leading Up, LLC*

“Beauty will save the world” is a line from Fyodor Dostoevsky and it has wide-ranging implications for us, for our work, for our profession and for our lives. Explore ways you can be a courageous change maker in understanding how your unique gifts can meet the needs of your communities, while exploring questions of importance in life and leadership. Many times, we focus on the “stuff” of our profession and forget to take time to find the beauty in who we are, what we do and even in those things that make us upset or cause conflict among and within us. In this session, we will take a moment in time to deepen connections and work together to stay strong for the journey ahead. This interactive, joyful session is designed to refresh and renew you, and allow you to connect who you are with what you do.

4:30 p.m.

Adjourn

Who We Are

The SC Municipal Finance Officers, Clerks and Treasurers Association offers training programs throughout the year covering the wide range of responsibilities of finance officers, clerks and treasurers.

IIMC/APT Credits

These sessions have been submitted to the International Institute for Municipal Clerks and 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 at the sole discretion of IIMC and APT. IIMC allows one point for every four hours of class time.

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Municipal Association
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Columbia, SC 29211
www.masc.sc

*The South Carolina Municipal Finance Officers, Clerks and Treasurers Association is an
affiliate of the Municipal Association of SC.*

Registration Information

Verify membership status before registering for this event. Only MFOCTA members can receive the member rate. Save time and postage by logging on to www.masc.sc to register. 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: MFOCTA

The registration deadline is Thursday, April 3.

Cancellations must be received in writing by **April 3**. Refunds will not be given after this date. Conference attire is business casual. The session rooms may be cool, so you may want to bring a sweater or jacket.

Contact Information

Elizabeth Copeland, Staff Associate for Affiliate Services
803.933.1257 | ecopeland@masc.sc

Susan Walters, Administrative Assistant
803.933.1276 | swalters@masc.sc

Upcoming Events

MCTI Year 1, Session A
September 17 – 19, 2025
Cambria Hotel Columbia Downtown Vista
Columbia, SC

MFOCTA/BLOA Joint Academy
October 7 – 10, 2025
Marina Inn at Grande Dunes
Myrtle Beach, SC

Registration Form

SC Municipal Finance Officers, Clerks and Treasurers Association Spring Academy

April 10, 2025

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

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

For additional attendees, make a copy of this form.

Registration Fee

Member \$115

Nonmember \$150

The registration deadline is Thursday, April 3.