

IASBO TREASURER'S WORKSHOPS A FOUR-PART WORKSHOP SERIES

The Indiana Association of School Business Officials is pleased to sponsor the seventh annual series of classes on the role and responsibilities of the school corporation treasurer. This workshop series has been developed to provide a classroom setting for the participants. There will be four separate meetings that provide detailed, hands-on information on treasurer issues.

This seminar is designed for corporation treasurers who have three or fewer years of experience.

This seminar is **limited to 50 participants**, and it will be filled on a first-come, first-served basis. Those participants admitted into the class will receive a confirmation letter.

Your registration fee includes refreshments at the meetings, lunch at each meeting, presenter expenses and workshop materials. Each participant will receive a three-ring binder that will hold all of the workshop materials.

SEMINAR DATES AND TIMES

January 27, 2012
February 17, 2012
March 8, 2012
April 13, 2012

9:00 a.m. – 3:00 p.m. each day

SEMINAR LOCATION

MSD of Pike Township Administration Office
6901 Zionsville Rd.
Indianapolis, IN 46268

REGISTRATION FEE

\$420 each for IASBO members
\$520 for non-members

SEMINAR STAFF

Melissa Ambre, Indiana Department of Education
Vicki Andrews, Southern Wells Community Schools
Marsha Bohannon, Westfield-Washington Schools
Amanda Brackett, MSD of Washington Township
Karla Carr, Indiana Department of Education
Fran Druckamiller, MSD of Washington
Kim Fox, Tippecanoe School Corporation
Janet Gruwell, Concord Community Schools
Dave Koch, MSD of Pike Township
Sandy London, Center Grove
Steve Nauman, Scott County School District 2
Cindy Navarra, Greensburg Community Schools
Leslie Rittenhouse, Yorktown Community Schools
Linda Searles, MSD of Pike Township
Denise Seger, Penn-Harris-Madison School Corporation
Karen Zackfia, North Newton School Corporation

SEMINAR AGENDA

Friday, January 27, 2012

- Treasurer's Role and Responsibility: Bonding requirements, personal liability, statutory duties
- Accounting procedures: Funds, revenues, expenditures, best practices and tips
- Purchasing: Bidding/quoting procedures and guidelines, public works laws
- Accounts Payable: Vouchers, purchase orders, claim cycle, W-9 form, 1099's, vendor vs. employee, record retention

Friday, February 17, 2012

- Grant Management: monitoring, quarterly/annual reports, indirect costs, cash requests, amendments
- Cash Management: banking, investments, cash flows, advance draws, electronic transfers
- Payroll: State and federal compliance, reporting, overtime regulations, employee vs. vendor
- Financial Monitoring: monthly/quarterly/annual reports, salary projections, official budget order, additional appropriations and reductions

Thursday, March 8, 2012

- Department of Educational Information Systems: Using the STN website, accessing information, corporation responsibility, submitting reports, changing data and correcting errors
- Department of Education Reporting and Treasurer Viewpoint: Form 9, Voc Ed 30A form, DOE-ME, Prime Time data, Textbook Reimbursement, Summer school Reimbursement, Transfer Tuition forms and tips, Annual Financial Report, and other DOE forms

Friday, April 13, 2012

- Auditing: How to prepare for and successfully survive an audit
- Budget Development: Form 3 – preparation of materials to assist in budget development, estimated revenues and expenditures, debt service worksheet, line 2 worksheet, and Capital Projects Fund adoption process