**NEW WORKSHOPS SCHEDULE**

**CCOSA Building**

**2901 Lincoln Blvd., Oklahoma City, Oklahoma**

**Telephone: (405)524-1191 Fax: (405)524-1196**

**April 30, 2014 (9 a.m. - 12 p.m.)**

**FINANCIAL PROGRAMS**

**Presented by: Trudy Green, Education Consultant**

**Completing the Application**

**What’s Legal**

**Do’s and Don’ts**

**Money Uses**

**(1 p.m. - 4:00 p.m.)**

**ENCUMBRANCE CLERK BASICS**

**Presented by: Sara Frye, Director of Finance**

**Bowlegs Schools**

**… and.. Cody Way, CFO**

**Jenks Schools**

**Year-end closing procedures**

**New-year encumbrances: Tools for Success**

**May 1, 2014 (9 a.m. - 12:00 p.m.)**

**CHILD NUTRITION PROGRAM**

**Presented by: Jeff Denton, Director**

**Child Nutrition, Ponca City Schools**

**Federal Change in School Food Service**

**Requirements effective July 1, 2014**

**Foods Restricted on Campus, in Concessions, etc.**

**“Session are designed for NEW school business officials: Superintendent’s, Principal’s, Business Manager’s,**

**Encumbrance Clerk’s and Financial Secretaries.**

**Register now online at** [**www.okasbo.org**](http://www.okasbo.org)**.**

* **Cost is $100 per session OR $150 for (2) session OR $200 for all (3) sessions.**
* **3 CPE hours for each session**

**If you have any questions, please email me at** [**info@okasbo.org**](mailto:info@okasbo.org)