

ADDITIONAL INFORMATION

*For additional information, please contact
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NAME

EVENTS

Budget Development (VFC)	2
Budget Small Group (VFC)	1
Basic School Finance (CCOSA/OKASBO)	1
Activities Fund Accounts (CCOSA/OKASBO)	1
Advanced School Finance (CCOSA/OKASBO)	1
OCAS Coding Workshop (OKASBO)	1
Federal Programs/Encumbrance Clerk-Fall/ Spring (OKASBO)	2
Child Nutrition Workshop-Fall/ Spring (OKASBO)	2
Payroll/Personnel Issues (OKASBO)	1

**CCOSA/OKASBO/VFC
Financial
Assistance
For
School Districts**



CCOSA

Cooperative Council

for Oklahoma School Administration

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Oklahoma City, OK 73105

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www.ccosa.org www.okasbo.org

Program Description

One of the constant challenges of public school administration is staying current on school finance and the changes in education law affecting it. Administrators sometimes feel that they need a financial expert on speed dial.

To address this challenge, the Cooperative Council for Oklahoma School Administration (CCOSA), the Oklahoma Association of School Business Officials (OKASBO) and Vernon Florence Consulting (VFC) have developed a program to assist school districts with budgeting, financial planning, funding projections, OCAS coding and fund balance projecting. For the fiscal year ending June 30, 2015, CCOSA/OKASBO/VFC, through its executive staff, will provide the following types of financial assistance to Oklahoma school districts that choose to participate in this program:

- ◆ Consultation by email, telephone, or in person at a CCOSA/OKASBO/VFC office with executive staff members.
- ◆ Assistance with district document review: including preliminary estimate of needs, budget, state aid and financial accounting documents.
- ◆ Specialized training at a CCOSA office (no additional travel expense for the participating district) or at a mutually convenient location with the CCOSA/OKASBO/VFC actual travel expense paid by the participating districts.

Participating School Districts

Each participating school district may designate district administrators who are authorized to initiate requests for financial assistance from the CCOSA/OKASBO/VFC staff. Designated members should be active members in good standing of CCOSA or OKASBO. The purpose of this designation is to ensure that questions can be answered promptly and situations, that can be addressed appropriately by other administrators in the school district, are handled within that district.

It is CCOSA/OKASBO/VFC's desire to make its program of financial assistance available to every school district in our state that chooses to participate. The district may include additional school personnel in conference calls, on-site visits and training sessions. School districts participating in this program will receive additional financial assistance above and beyond individual member services. **Participating school districts are encouraged to utilize the financial assistance program judiciously.**

CCOSA/OKASBO/VFC's program will emphasize budgeting, financial planning, funding projections, OCAS coding and fund balance projecting. A complete list of services is provided on the back of this brochure. Additional events may be purchased at a discounted price. There may be some financial matters that arise that are not included on the provided list. CCOSA/OKASBO/VFC staff will be happy to recommend solutions for those financial events if they should occur.



CCOSA and OKASBO encourage school districts considering participation in this program to contemplate their district's needs to determine if this program offers them solutions. Any school district considering participation in the program is encouraged to visit with the CCOSA/OKASBO/VFC staff so that the district makes a reasonable and financially sound decision regarding its participation.

Cost to Participating School Districts

(based upon each district's size in ADM for the 2013-2014 school year)

<u>ADM</u>	<u>COST</u>	<u>EVENTS</u>
25,000 plus	\$3,600	40
10,000 to 24,999	\$3,000	34
5,000 to 9,999	\$2,400	28
2,000 to 4,999	\$2,000	24
1,000 to 1,999	\$1,600	20
500 to 999	\$1,300	16
499 or less	\$1,000	12

Any administrator from a participating school district who is a member of CCOSA/OKASBO will still be entitled to all the privileges and benefits of CCOSA/OKASBO membership, including access to a CCOSA/OKASBO staff member regarding financial matters.

CCOSA/OKASBO reserves the right to refuse participation to school districts and to remove school districts from participation in the program.