

Treasurer Agenda – September 15, 2021(Date Change)

1:00 pm Getting Started – OISBF Host

- Intro - Knowing Board Policy

1:05 – 2:05 Duties – (1 point)

- Defining Responsibilities
- OCAS Coding & Updates
- Q & A

2:10 to 3:10 – Setting up Your Calendar – (1 point)

- Know Your Deadlines
 - ✓ To Do's
 - What to do first?
 - What comes next?
- Questions & Answers

Treasurer Agenda #2 – October 19, 2021

1:00 pm Getting Started – OISBF Host

- Intro – Tips and Tricks

1:05 – 2:05 – Audit Preparation – (1 point)

- Documentation – prepare as you go
- Questions & Answers

2:10 to 3:10 – Funding Resources – (1 point)

- Funding Opportunities
- Branding
- Questions & Answers

Treasurer Agenda #3 – November 16, 2021

1:00 pm Getting Started – OISBF Host

- Intro – Tips and Tricks

1:05 to 2:05 – Maintaining Good Records – (1 point)

- What is required
- Best Practices
- Electronic Retention Security
- Questions and Answers

Treasurer Agenda #4 – December 14, 2021

1:00 pm Getting Started – OISBF Host

- Intro – Tips and Tricks

1:05 to 2:05 – REPORTING – (1 point)

- What is required for:
 - Board of Education
 - State Department of Education
 - County Clerk
- Questions and Answers

Treasurer Agenda #5 – January 18, 2022

1:00 pm Getting Started – OISBF Host

- Intro – Tips and Tricks

1:05 to 2:05 – De-coding the State Aid Formula – How to make it work for your school - (1 point)

- How it works
 - How it does not work
 - How to work a budget around it
- Questions and Answers

Treasurer Agenda #6 – February 15, 2022

1:00 pm Getting Started – OISBF Host

- Intro – Tips and Tricks

1:05 to 2:05 – One Step Ahead – Accounting Principles - (1 point)

Setting up Budgets

- Setting up Budget Accounts
- How to prepare an Estimate of Needs
- Questions and Answers

Treasurer Agenda #7 – March 8, 2022

1:00 pm Getting Started – OISBF Host

- Intro – Tips and Tricks

1:05 to 2:05 – OCAS Coding and Updates - (1 point)

- End of Year OCAS data submission. For things like balance the 5600 Revenue with the 5600 expenditures, 5200 expenditures with the 5120-5190 revenues. Checking chargeable Revenues (2100, 3110, 3120, 3130, 4140) with applicable state reports. Uploading test files for coding corrections, etc.

Questions and Answers

Treasurer Agenda #8 – April 19, 2022

1:00 pm Getting Started – OISBF Host

- Intro – Tips and Tricks

1:05 to 2:05 – Funding uses - How to make it Stretch - (1 point)

- Can I use this fund for this or that?
- How to get creative; legally

Questions and Answers

Treasurer Agenda #9 – May 17, 2022

1:00 pm Getting Started – OISBF Host

- Intro – Tips and Tricks

1:05 to 2:05 – New Year in Old Year Out - (1 point)