

## LEVEL ONE

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### Day One - November 15th

8:00 8:30 Introductions  
8:30 10:00 Roles/Responsibilities of School Business Officials  
10:00 10:15 BREAK  
10:15 11:45 Basic State Aid Formula  
11:45 12:30 Lunch  
12:30 2:00 Basic Principles of Ad Valorem  
2:00 2:45 Speed Dating  
2:45 3:00 BREAK  
3:00 4:30 Fraud & Abuse  
4:30 5:00 WRAP UP

### Day Two - November 16th

9:00 9:05 Day 2 Introductions and Questions  
9:05 10:30 Activity Fund  
10:30 10:45 BREAK  
10:45 12:00 Time Management - Team Building  
12:00 12:45 LUNCH  
12:45 1:00 Time Management - Team Building - REPORT OUT  
1:00 3:00 Introduction to Cost Accounting System  
3:00 3:15 BREAK  
3:15 4:15 Alternate System of Accounting  
4:15 4:45 WRAP UP