

LEVEL ONE

Day One - August 11th

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 - August 12th

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