

## **Treasurer Agenda – September 20, 2023**

**1:00 pm** Getting Started – OISBF Host

- Intro - Knowing Board Policy

**1:05 – 2:05 – Duties**

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

**2:10 to 3:10 – Setting up Your Calendar**

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

## **Treasurer Agenda #2 – October 25, 2023**

**1:00 pm** Getting Started – OISBF Host

- Intro – Tips and Tricks

**1:05 – 2:05 – Audit Preparation**

- Documentation – prepare as you go
- Questions & Answers

**2:10 to 3:10 – Funding Resources –**

- Funding Opportunities
- Branding
- Questions & Answers

## **Treasurer Agenda #3 – November 8, 2023**

**1:00 pm** Getting Started – OISBF Host

- Intro – Tips and Tricks

**1:05 to 2:05 – Maintaining Good Records**

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

## **Treasurer Agenda #4 – December 13, 2023**

**1:00 pm** Getting Started – OISBF Host

- Intro – Tips and Tricks

**1:05 to 2:05 – Reporting**

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

### **Treasurer Agenda #5 – January 24, 2024**

**1:00 pm** Getting Started – OISBF Host

- Intro – Tips and Tricks

**1:05 to 2:05 – De-coding the State Aid Formula**

- How it works
- How it does not work
- How to work a budget around it

Questions and Answers

### **Treasurer Agenda #6 – February 14, 2024**

**1:00 pm** Getting Started – OISBF Host

- Intro – Tips and Tricks

**1:05 to 2:05 – One Step Ahead**

Setting up Budgets

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

### **Treasurer Agenda #7 – March 13, 2024**

**1:00 pm** Getting Started – OISBF Host

- Intro – Tips and Tricks

**1:05 to 2:05 – OCAS Coding and Updates**

- End of Year OCAS data submission. For things like balancing the 5600 Revenue with the 5600 expenditures, and 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 17, 2024**

**1:00 pm** Getting Started – OISBF Host

- Intro – Tips and Tricks

**1:05 to 2:05 – Funding Uses**

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

Questions and Answers

### **Treasurer Agenda #9 – May 15, 2024**

**1:00 pm** Getting Started – OISBF Host

- Intro – Tips and Tricks

**1:05 to 2:05 – New Year in Old Year Out**