

DATES, TIMES, AND TOPICS SUBJECT TO CHANGE

TREASURER AGENDA

Treasurer Agenda – September 25, 2024

1:00 p.m. – 2:00 p.m. – Duties

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

2:05 p.m. – 3:05 p.m. – Setting up Your Calendar

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

Treasurer Agenda #2 – October 15, 2024

1:00 p.m. – 2:00 p.m. – Audit Preparation

- Documentation – prepare as you go
- Questions & Answers

2:05 p.m. – 3:05 p.m. – Funding Resources

- Funding Opportunities
- Branding
- Questions & Answers

Treasurer Agenda #3 – November 12, 2024

1:00 p.m. – 2:00 p.m. – Maintaining Good Records

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

Treasurer Agenda #4 – December 10, 2024

1:00 p.m. – 2:00 p.m. – Reporting

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

Treasurer Agenda #5 – January 14, 2025

1:00 p.m. – 2:00 p.m. – 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 11, 2025

1:00 p.m. – 2:00 p.m. – One Step Ahead – Setting Up Budgets

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

Treasurer Agenda #7 – March 11, 2025

1:00 p.m. – 2:05 p.m. – 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 8, 2025

1:00 p.m. – 2:00 p.m. – Funding Uses

- Can I use this fund for this or that?
- How to get creative, legally!
- Questions and Answers

Treasurer Agenda #9 – May 13, 2025

1:00 p.m. – 2:00 p.m. – New Year in Old Year Out

DRAFT