

ENCUMBRANCE CLERK & TREASURER TRAINING THURSDAY April 22, 2015

PRESENTED BY: NANCY McKAY & TIM & TRUDY GREEN
EDUCATION MANAGEMENT CONSULTANT



8:30 am REGISTRATION

9:00 am WELCOME
SCHOOL FINANCE LAWS
KEEPING POLICIES UP TO DATE
USING CHECK LISTS FOR COMPLIANCE

DUTIES AND RESPONSIBILITIES OF THE TREASURER & ENCUMBRANCE
CLERK

12:00 pm LUNCH PROVIDED AND NETWORKING

12:30 pm ETHICS OF SCHOOL

SCHOOL ACCOUNTING:
OCAS CODING
ACTIVITY FUND PITFALLS
HOW TO SURVIVE YEAR END REPORTING
MONITORING YOUR BUDGET

3:15 pm CERTIFICATES AND DOOR PRIZES

3:30 pm ADJOURNMENT

