

OkASBO

2014 Financial Accounting Workshops

Registration Information Presenters: SDE Personnel



We are pleased to be able to offer the Financial Accounting Workshops again this year. Registration information, dates and locations for the workshops are listed below. Also enclosed is a copy of the 2014 Financial Accounting Workshops Agenda.

Registration fee is \$85. **Please make payment to:** **OkASBO**
P.O. Box 549
Claremore, OK 74018

Registration will begin at 8:30 a.m.

Workshops: 9:00 a.m. - 3:45 p.m. (Lunch provided)

DATES & LOCATIONS OF WORKSHOPS

February 25, 2014	Clinton (max is 200)	Frisco Conference Center 101 S. 4 th Ave. Clinton, OK
February 26, 2014 February 27, 2014	Oklahoma City (daily max is 250)	Metro Technology Center 1900 Spring Lake Drive, Business Conference Center, Auditorium
March 4, 2014 March 5, 2014	Muskogee (daily max is 140)	Indian Capital Technology Center 2403 N 41st Street East Muskogee, OK

REGISTER ONLINE REQUIRED: www.okasbo.org

REGISTRATION DEADLINE IS FRIDAY, FEBRUARY 17th, 2014

The final step when you register will state that you have successfully registered and you will have the capability to print your registration confirmation and/or your invoice. Space and parking are limited at each site; therefore, it is important that you register as soon as possible, and no later than **Monday, February 17, 2014**. If you have questions regarding the registration process, please contact Ann Wade, Executive Director, OkASBO at (918) 825-2981 or email www.info.okasbo.org.

OkASBO

2014 Financial Accounting Workshops Agenda

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COOPERATIVE
COUNCIL FOR
OKLAHOMA
SCHOOL
ADMINISTRATION

February 25, 26, 27; March 4, 5, 2014

8:30 a.m. **REGISTRATION**

9:00 a.m. **WELCOME AND INTRODUCTIONS**

9:05 a.m. Oklahoma Cost Accounting

Introduction
Laws/Rules/Regulations
Purpose
Proper Use of Codes

BREAK

Child Nutrition Programs

Introduction
Financial Management of Child Nutrition Programs

School Personnel Records

Introduction
Reporting requirements
Changes

Financial Accounting – Auditing

Introduction
Audit Process

12:00 LUNCH

12:45 pm Special Education Programs

Introduction
Financial Management of Special Education Programs

Federal Programs

Introduction
Financial Management of Federal Programs

BREAK

Financial Accounting

Introduction
End of Year Processing
SDE Rules for Treasurer and Encumbrance Clerk
Ethics in Financial Accounting

3:45 pm Q&A

Certificates of Attendance