



MASBO NEW CLERK ACADEMY

Friday, September 27 – Billings Hotel & Convention Center (Billings)

Tuesday, October 1 – Courtyard Marriott (Missoula)

Wednesday, October 2 – Hampton Inn (Great Falls)

8:30 - 9:00	Welcome Introductions MASBO calendar and resources
9:00 - 10:00	Governmental Accounting - Denise Williams, MASBO ★ Includes the basic accounting equation, debits and credits, financial statements and fund accounting.
10:00 - 10:30	Balancing to the County Treasurer - Denise Williams, MASBO ★ The county is your “bank” and you should reconcile the cash as shown in your accounting records to your monthly report (“bank statement”) from the county. We’ll talk about step-by-step instructions for getting it done.
10:30 – 10:45	BREAK
10:45 - 11:45	Special Education Funding - Denise Williams, MASBO ★ An overview of funding sources for expenditures for special needs students, including a discussion about the difference between “reversion” and “MOE”.
11:45 - 1:00	LUNCH
1:00 - 1:45	Student Enrollment Counts - Kara Flath, OPI ★ Get geared up and informed for the October 2019 enrollment count!
1:45 - 2:30	Pupil Transportation - Kara Flath, OPI ★ Learn about the deadlines and meaning behind all those TR forms so you can receive the maximum amount of state and county reimbursement revenue for your Transportation fund.
2:30 - 2:45	BREAK
2:45 - 4:30	Quarterly & Annual Payroll Reports - Jane Knudsen, Malta Schools ★ Jane and members of the MASBO Payroll Committee will walk you through all you need to know about upcoming payroll quarterly and annual reports.