

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

NEW SCHOOL BUSINESS OFFICIAL
Monday June 12, 2023
Bitterroot & Sapphire Meeting Room
Times subject to change

8:00 – 8:30	Registration
8:30 – 9:00	Welcome and Introductions
9:00 – 10:30	Resources and New School Business Officials Reference Guide
BREAK – sponsored by MTSUIP	
10:45 – 12:00	Board Meetings and Minutes, Best Practices – led by Montana School Boards Association
LUNCH – sponsored by MTSUIP	
1:00 – 2:00	Coding – led by Steve Hamel & Shelley Turner
2:00 – 3:00	ACCOUNTING – led by Steve Hamel
BREAK – sponsored by MTSUIP	
3:15 – 5:00	JUNE END OF FISCAL YEAR PROCEDURES



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