



MASBO NEW CLERK ACADEMY

Thursday, September 24

Tuesday, September 29

- 8:30 - 9:00** **Zoom Meeting #1 link provided the day before webinar**
Welcome
Introductions
MASBO calendar and resources
- 9:00 – 10:30** **Governmental Accounting – Denise Williams, MASBO**
★ Includes the basic accounting equation, debits and credits, financial statements and fund accounting.
Balancing to the County Treasurer – Steve Hamel, 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 - 11:00** **BREAK**
- 11:00 - 12:00** **Zoom Meeting #2 link provided the day before webinar**
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”.
- 12:00 - 1:00** **LUNCH**
- 1:00 - 1:45** **Zoom Meeting #3 link provided the day before webinar**
Student Enrollment Counts – Steve Hamel, MASBO
★ Get geared up and informed for the October 5, 2020 enrollment count!
- 1:45 - 2:30** **Pupil Transportation – Denise Williams, MASBO**
★ 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 - 3:00** **BREAK**
- 3:00 - 4:00** **Zoom Meeting #4 link provided the day before webinar**
Quarterly & Annual Payroll Reports - TBD