



MASBO NEW CLERK ACADEMY

Wednesday, September 22 (Great Falls)

Thursday, September 23 – (Missoula)

Thursday, September 30 – (Billings)

8:30 - 9:30

Welcome and Introductions

MASBO calendar and resources, including MCA and ARM

9:30 - 10:30

Governmental Accounting

★ Includes the basic accounting equation, debits and credits, financial statements and fund accounting.

10:30 – 10:45

BREAK

10:45 - 11:45

School Account Codes

★ A review of the OPI Chart of Accounts and practice determining the correct codes to use for selected transactions

11:45 - 12:30

LUNCH

12:30 - 1:30

Special Education Funding

★ An overview of funding sources for expenditures for special needs students, a discussion about the difference between “reversion” and “MOE” and rules for Tuition Fund permissive levy

1:30 - 2:30

School Finance

★ A review of important terminology and discussion of budgeted and non-budgeted funds

2:30 - 2:45

BREAK

2:45 – 3:30

Transfers Between Funds

★ Transfers between funds are allowed under certain circumstances and may be a viable option for your district. Restrictions, requirements and ideas will be explored in this session.