



MASBO NEW BUSINESS OFFICIAL ACADEMY

Monday, October 2nd at Billings Convention Center

8:00 - 8:30 **Registration and Introductions**

8:30 - 9:30 **Online Resources**

- ★ MASBO calendar and resources, OPI, MCA, ARM, MTSBA, and other resource websites.

9:30 - 10:30 **Governmental Accounting and School Finance**

- ★ Includes the basic accounting equation, debits and credits, financial statements, fund accounting, budgeted and non-budgeted funds, the OPI chart of accounts and accounting manuals.

10:30 – 10:45 **BREAK**

10:45 – 12:00 **Payroll and Employee Onboarding Basics**

- ★ Hiring and contract basics, onboarding documents, classified/certified, exempt vs. nonexempt status, and other basic labor laws.

12:00 – 12:45 **LUNCH**

12:45- 1:30 **TEAMS and TOE training with Nicole Thuotte and Staff, OPI
(presenting remotely)**

- ★ Discussion of other OPI reporting as time allows.

1:30 - 2:30 **Transfers Between Fund and Recoding**

- ★ 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.

2:30 - 2:45 **BREAK**

2:45 – 3:45 **Board meeting and minute laws with Tony Koenig, MTSBA**

- ★ A review of basic board meeting laws, public notices, closed sessions, and discussion of new laws affecting board meetings.

3:45-4:15 **Q & A Session**

MASBO Training is supported by Premier Partnerships with the following:

