



MASBO NEW BUSINESS OFFICIAL ACADEMY

Thursday, September 28TH at MTSBA Headquarters &
available to Zoom participants.

- 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 - 11:45** **Payroll and Employee Onboarding Basics**
★ Hiring and contract basics, onboarding documents, classified/certified, exempt vs. nonexempt status, and other basic labor laws.
- 11:45 – 12:30** **LUNCH**
- 12:30 - 1:30** **TEAMS and TOE training with OPI staff**
★ Discussion of other OPI reporting as time allows.
- 1:30 - 2:30** **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.
- 2:30 - 2:45** **BREAK**
- 2:45 – 4:15** **Transfers Between Funds, Recoding, and Q&A time.**
★ 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.

MASBO Training is supported by Premier Partnerships with the following:

