



## New SBO Academy- Spring 2025

Webinar- Zoom

April 4<sup>th</sup> & 11<sup>th</sup> from 9:00am to 12:00pm

### Day 1 – April 4th

- 8:45 – 9:00**      **Good Mornings & Welcome**
- 9:00 – 10:00**    **Tuition Info & Highlights:** OPI Tuition Guide Walkthrough & MAEFAIRS Entry –  
*Andrea Mohammadi, OPI*
- 10:00 – 10:15**    **Break**
- 10:15 – 12:00**   **The Basics of Coding:** Review of the Chart of Accounts, Tips & Tricks – *Shay Baize, MASBO*

### Day 2 – April 11th

- 8:45 – 9:00**      **Good Mornings & Welcome**
- 9:00 – 10:15**    **Monthly Reconciliation:** Resources, Tips & Tricks – *Donnie McVee, MASBO*
- 10:15 – 10:30**    **Break**
- 10:30 – 11:00**   **Duties Calendar & Important Dates** – *Shay Baize, MASBO*
- 11:00 – 11:30**   **Legislative Update** – *Shelley Turner, MASBO*
- 11:30 – 12:00**   **Q & A:** Bring on The Questions! – *Donnie McVee & Shay Baize, MASBO*

**MASBO Training is supported by Premier Partnerships with the following:**

