

YOUR ROADMAP FOR SUCCESS

The MASBO Starting Guide for New School Business Officials



GETTING STARTED

Complete the [Clerk & Superintendent Duty List \(Segregation of Duties\)](#) worksheet with your Administration Team. This will give you a clear view of the tasks you will be expected to take on, and provide insight as to the make-up of your Admin Team. You can find the document on the [MASBO website](#). Once completed, it also serves as a great tool for your auditor.



RESOURCE PITSTOP

Become familiar with the [School Accounting Manual](#), the [Chart of Accounts](#), your [County Officials & Board Chair](#). Both the School Accounting Manual and the Chart of Accounts provide key information and guidance for your new position and are invaluable resources. Bookmark, save or print these documents, as you will refer to them often. Introduce yourself to your Board Chair, County Superintendent and County Treasure. You will be working closely with these individuals and a good relationship is important.



IMPORTANT ACCESS DETOUR

Make sure you have access to these valuable websites, applications & portals or payment systems: MASBO Website, Accounting Software, OPI Secure Portal (MAPS, MAEFAIRS, Pupil Transportation, etc.), E-Grants, TRS & PERS Employer Reporting System, MT TAP (payroll, W2, 1099), EFTPS (payroll taxes), Payroll Liabilities Reporting (health insurance, supplements retirement accounts), Workman's Comp & Liability Insurance, Login.gov (SAM.gov access to grants), SSA BSO (federal W2), IRIS (federal 1099) MTSBA Website, School Administrators of Montana (SAM), Vendor Accounts (P-Card, other purchasing & payments), become a signer on all necessary accounts (county, bank, charging accounts)



DOCUMENT PITSTOP

Locate as many supporting documents as possible

This should include but is not limited to Board Meeting Documents, Payroll Documents, Budgeting Worksheets, Claim Procedures, School Safety Plan, Section 125 Document etc. Any past agendas, supporting documents, minutes, past payroll reports and supporting documents that may guide you in common practice can be helpful. Its also important to communicate with your Student Activities Secretary if it is somebody outside of your office.

IMPORTANT RESOURCES

MASBO Newsletter

The newest info & important upcoming deadlines.

MASBO Training

MASBO ITK, Free Presentations & Webinars for Purchase

Your Head Maintenance Person, Your Food Service Director and your Teacher's Association President can also be great resources.



HISTORICAL DATA DETOUR

Look at past audits, TFS Reports & Budgets

If you do not have audits on hand, they can be found [here](#). Past [Trustee Financial Statements](#) and [Adopted Budgets](#) can be found on the OPI website.



HOME STRETCH

Keep in touch, ask for help & take care of yourself! Establish a "quiet" time for you to read, work or get caught up without interruptions. Contact Marie at mroach@masbo.com if you would like a MASBO Mentor. Use the [MASBO Discussion Forum](#) and the [MASBO Directory](#). Contact Shay at sbaize@masbo.com for assistance.

