

# OASBO Treasurer/CFO Planning Series - First Quarter - 2022-2023

## Course Description Quick Guide

Course Name	Course Description
<b>Educational Management Information System (EMIS)</b> Tami Bevins, EMIS Supervisor, Four County Career Center	<p>What a Treasurer/CFO needs to review with staff for accuracy, timely submission and its importance for first quarter:</p> <ul style="list-style-type: none"> <li>• Tuition certification and report for end of prior fiscal year activity (including SF14, SF-14H, etc.);</li> <li>• Scholarship Review Period (EdChoice, Jon Peterson and Autism – timelines subject to change);</li> <li>• Student full-time equivalent (FTE) counts and accuracy (including percent of time, special ed, economic disadv., enrolled/withdrawal, etc.);</li> <li>• College Credit Plus (CCP) Tuition Review (loaded into Ohio District Data Exchange (ODDEX) at various times and allows for a 45 day review period);</li> <li>• Staff reporting – checking data for accurate reporting and update as appropriate; and</li> <li>• Financial Supplemental Collection Optional (September).</li> </ul>
<b>Tying It All Together: Budgeting &amp; Forecast</b> Cajon Keeton, Treasurer, Benton Carroll Salem Local School District, Adam Koch, Treasurer, Sylvania City School District	<ul style="list-style-type: none"> <li>• Year-end budgetary compliance, County Auditor/AOS requirements</li> <li>• Temporary/Permanent vs. Final Appropriations:</li> <li>• Temporary/Permanent appropriations for the next fiscal year, and final appropriations for previous year</li> <li>• Board may adopt of appropriation measure, which may be temporary (July 1) (ORC 5705.38(A))</li> <li>• Certificate of Available Balances</li> <li>• Treasurer must certify available revenue in funds to county auditor (July 1) (ORC 5705.36(A)(1)) – Official certificate of estimated resources</li> <li>• Certificate of Available Balances</li> <li>• Official/Final Amended Certificate of Estimated Resources</li> <li>• Request for an amended official certificate, if necessary (prior to July 1)</li> </ul>
<b>Grants Management; Creating and Refining Your Comprehensive Continuous Improvement Plan (CCIP)</b> Brad Deleruyelle, Treasurer/CFO, Pandora-Gilboa Local SD, Kerri Johnson, Treasurer/CFO, Anthony Wayne Local SD	<ul style="list-style-type: none"> <li>• Budget/Revisions, USAS Allocation, Spending Deadlines, PCRs, (submit prior to June 30) FERs (Due September 30)</li> <li>• Allocation of costs to appropriate USAS accounts (special education function codes; IDEA funds; Title I funds) - for next fiscal year</li> <li>• Monthly project cash requests (PCRs) and budget revisions</li> <li>• PCR advance requests for October approved and budget revisions</li> <li>• Work with school departments to create the plan</li> <li>• Obligated funds by June 30, expended by Sept. 30 (with CCIP Final Expenditure Report due Sept 30)</li> <li>• CCIP budgets must be substantially approved for the fiscal year beginning July 1 prior to expending funds</li> </ul>
<b>Student Activities &amp; Boosters</b> Matt Stout, Partner, Public Finance, Bricker Graydon LLP, Matt A. Feasel, RSBFO, Treasurer/CFO, Pike-Delta-York Local SD	<p>In view of the large amounts of monies received from and expended for student activities, a demand was developed for efficient, thorough, and safe management of these funds. Every board of education should have in effect rules, regulations, and procedures for accountability of student activity funds.</p> <p>This session covers all aspects of fund raising including legal authority and establishment, administrative responsibilities, district managed policies, budgetary process, crowdfunding, education, internal controls on purchasing and cash, the do's and don'ts of fundraising, and the audit.</p>