

# School Finance Workshops

*Sponsored by*

*Missouri Association of School Administrators & Missouri Association of School Business Officials*

A series of workshops has been planned to provide school finance training for school administrators and others responsible for district finances. The workshops are designed primarily for individuals who are newly employed in their roles, however, veterans may also find the review and information valuable as the new school foundation formula is phased-in. All workshops will be held at the Missouri Council of School Administrators Education Center in Jefferson City. Each workshop will begin at 11:30 am and will conclude by 3:00 pm. The registration fee is \$40/person for each session or all three sessions for \$110. The registration fee includes lunch and all workshop handouts. These workshops will be available live on the internet and are free for all of those subscribed to the MCSA Online Video Library. For more information on any of these workshops, please contact:

Roger Kurtz, email: roger.kurtz@mcsa.org, phone: 573-638-4825 or

MoASBO, email: ssappenfield@moasbo.org, phone: 573-644-7900

A complete registration form and other information appear on the back of this form.

## Setting The Tax Rate

**July 26, 2011 or July 27, 2011**

This workshop will focus on the process of setting the tax rate for a school district. Chris Straub will walk participants through the process of completing the State Auditor forms. He will discuss how to plan, advertise and conduct a tax rate hearing. Straub will suggest documents to provide at the hearing.

## Evaluating The Budget

**November 29, 2011 or November 30, 2011**

This workshop will assist school administrators in identifying areas of budget concern and will provide an opportunity for general discussion about budgeting and other school finance topics. Jason Hoffman, the Chief Financial Officer for the Jefferson City School District will be co-presenting with Chris Straub. The session will also include a discussion of current and future formula funding issues as well as advice on how to identify potential problems in a district budget.

## 2012-13 Budget Development

**February 23, 2012 or February 24, 2012**

This workshop will provide assistance to school administrators as they begin the process of developing a budget for 2012-13. Linda Quinley, Director of Business Services for the Columbia School District will be co-presenting with Chris Straub. The focus of the session will be on identifying key areas of concern, estimating revenues and expenses, and a general discussion of budgeting basics. The Governor's budget recommendations for education will be reviewed.

# School Finance Workshop Registration Form

Duplicate For Additional Registrations

Participant Name \_\_\_\_\_

Position \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address (required for confirmation) \_\_\_\_\_

School District \_\_\_\_\_

School Address \_\_\_\_\_

School City, State, Zip \_\_\_\_\_

**If billing address is different from above, please complete the following...**

Billing Address \_\_\_\_\_

Billing, City, State, Zip \_\_\_\_\_

## Payment Options

Purchase Order Number \_\_\_\_\_

Credit Card Payment -  MasterCard or  VISA

Card Number \_\_\_\_\_

Expiration Month \_\_\_\_\_ Expiration Year \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

## Register this individual for the following session(s)

- Setting The Tax Rate - July 26, 2011 in Jefferson City (\$40) \_\_\_\_\_
- Setting The Tax Rate - July 27, 2011 in Jefferson City (\$40) \_\_\_\_\_
- Setting The Tax Rate - July 27, 2011 live online (\$40) \_\_\_\_\_
- Evaluating The Budget - November 29, 2011 in Jefferson City (\$40) \_\_\_\_\_
- Evaluating The Budget - November 30, 2011 in Jefferson City (\$40) \_\_\_\_\_
- Evaluating The Budget - November 30, 2011 live online (\$40) \_\_\_\_\_
- 2012-13 Budget Development - February 23, 2012 in Jefferson City (\$40) \_\_\_\_\_
- 2012-13 Budget Development - February 24, 2012 in Jefferson City (\$40) \_\_\_\_\_
- 2012-13 Budget Development - February 24, 2012 live online (\$40) \_\_\_\_\_
- Our district is a member of the MCSA Video Library - No charge to participate online

**Total Due (All Three for \$110)** \_\_\_\_\_

Make checks and/or purchase orders to: **MASA, 3550 Amazonas Drive, Jefferson City, MO 65109**

**Fax to: 573-556-6270**

**Please note: Enrollment will be limited to 70 participants per workshop.**

*CANCELLATION POLICY: Workshops registration cancellations will only be accepted in writing, by fax or email 72 hours (three business days) prior to the event. All cancellations received less than 72 hours prior to the event will be subject to the full registration charge. ALL cancellations will be subject to a \$20 administrative charge. No shows will be charged the full amount.*