

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. The Setting the Tax Rate Seminar will be at the Holiday Inn Executive Center in Columbia at the conclusion of the DESE Conference. (You do not have to be registered for the DESE conference to attend this workshop.) All other sessions will be at the MASA conference center in Jefferson City. Each workshop will begin at 11:30 am and will conclude by 3:00 pm. The registration fee is \$60/person for each session or all three sessions for \$150. The registration fee includes all workshop handouts and lunch sponsored by OPAA! Food Management and American Fidelity Assurance. These workshops will be available live on the internet and are free for all of those subscribed to the MASA Online Video Library. For more information on any of these workshops, please contact: Roger Kurtz, email: roger.kurtz@mcsa.org, phone: 573-638-4825. A complete registration form and other information appear on the back of this form.

Setting The Tax Rate

July 28, 2015 (Immediately following DESE Conference)

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 11, 2015 or November 12, 2015

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. **NEW** this year, Dr. Straub will do an extended workshop on the Foundation Formula at the end of this session.

2016-17 Budget Development

March 16, 2016 or March 17, 2016

This workshop will provide assistance to school administrators as they begin the process of developing a budget for 2016-17. Jason Hoffman, the Chief Financial Officer for the Jefferson City 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. **NEW** this year, Dr. Straub will do an extended workshop on the Foundation Formula at the end of this session.

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 _____ CVV Code _____

3-digit code on back

Name on Card _____

Signature _____

Register this individual for the following session(s)

Setting The Tax Rate - July 28 Holiday Inn Executive Center, Columbia (\$60) _____

Setting The Tax Rate - View on line at later date (\$60) _____

Evaluating The Budget - November 11, 2015 in Jefferson City (\$60) _____

Evaluating The Budget - November 12, 2015 in Jefferson City (\$60) _____

Evaluating The Budget - November 12, 2015 live online (\$60) _____

2016-17 Budget Development - March 16, 2016 in Jefferson City (\$60) _____

2016-17 Budget Development - March 17, 2016 in Jefferson City (\$60) _____

2016-17 Budget Development - March 17, 2016 live online (\$60) _____

Our district is a member of the MASA Video Library - No charge to participate online _____

(Please register if you plan to participate) **Total Due (All Three for \$150)** _____

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 on site and 30 online.

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.