

# School Finance Workshops

*Sponsored by*

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

MASA and MOASBO have developed a series of workshops 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 register for 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 per 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: Ann Ainsworth, ann@mcsa.org, phone: 573-638-4825. A complete registration form and other information appear on the back of this form.

## Setting The Tax Rate

August 2, 2016 (Immediately following DESE Conference)

This workshop will focus on the process of setting the tax rate for a school district. Jason Hoffman, Chief Financial Officer for the Jefferson City School District, and Doug Hayter, MASA Associate Executive Director for Leader Development, will walk participants through the process of completing the State Auditor forms. They will discuss how to plan, advertise and conduct a tax rate hearing. Hoffman and Hayter will suggest documents to provide at the hearing.

## Evaluating The Budget

November 9, 2016 or November 10, 2016

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, Chief Financial Officer for the Jefferson City School District; Ken Cook, Superintendent for the Malden School District; and DESE representatives will lead the session. 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. **IN ADDITION**, there will be an extended workshop on the Foundation Formula at the end of this session.

## 2017-18 Budget Development

March 15, 2017 or March 16, 2017

This workshop will provide assistance to school administrators as they begin the process of developing a budget for 2017-18. Jason Hoffman, the Chief Financial Officer for the Jefferson City School District; Darin Ford, Superintendent for the Centralia School District; and DESE representatives, will lead the session. 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 \_\_\_\_\_ CVV Code \_\_\_\_\_

3-digit code on back

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

Signature \_\_\_\_\_

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

Setting The Tax Rate - August 2, Holiday Inn Executive Center, Columbia (\$60) \_\_\_\_\_

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

Evaluating The Budget - November 9, 2016 in Jefferson City (\$60) \_\_\_\_\_

Evaluating The Budget - November 10, 2016 in Jefferson City (\$60) \_\_\_\_\_

Evaluating The Budget - November 10, 2016 live online (\$60) \_\_\_\_\_

2017-18 Budget Development - March 15, 2017 in Jefferson City (\$60) \_\_\_\_\_

2017-18 Budget Development - March 16, 2017 in Jefferson City (\$60) \_\_\_\_\_

2017-18 Budget Development - March 16, 2017 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**

**Scan and email to: [ann@mcsa.org](mailto:ann@mcsa.org) OR 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.*