



# School Finance Workshops



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

MASA and MOASBO are pleased to sponsor 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. For 2020-2021, all finance sessions will be at the MASA conference center in Jefferson City. 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. The 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](mailto:ann@mcsa.org) or phone 573-638-4825. A complete registration form and other information appear on the back of this form.

## Setting The Tax Rate

August 4, 2020 (Session will be 10:00 a.m. - 12:00 noon with lunch to follow)

MASA & MoASBO will offer a special workshop to assist districts as they set their tax rate. Jason Hoffman, Chief Financial Officer for the Jefferson City School District, and a member representative from MASA, will walk participants through the process of completing the State Auditor forms. Presenters will discuss how to plan, advertise and conduct a tax rate hearing as well as suggest documents to provide at the hearing.

## Evaluating The Budget

November 11, 2020 or November 12, 2020  
(Session will begin at 11:30 a.m. and end by 3:00 p.m.)

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, a MASA finance expert (TBD), as well as 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.

## 2021-22 Budget Development

March 10, 2021 or March 11, 2021  
(Session will begin at 11:30 a.m. and end by 3:00 p.m.)

This workshop will provide assistance to school administrators as they begin the process of developing a budget for 2021-22. Jason Hoffman, Chief Financial Officer for the Jefferson City School District, a MASA member representative, as well as 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 \_\_\_\_\_

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 \_\_\_\_\_

Name on Card \_\_\_\_\_ 3-digit code on back

Signature \_\_\_\_\_

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

- Setting The Tax Rate - August 4, 2020 in Jefferson City (\$60) \_\_\_\_\_
- Setting The Tax Rate - **Live online** (\$60) \_\_\_\_\_
- Evaluating The Budget - November 11, 2020 in Jefferson City (\$60) \_\_\_\_\_
- Evaluating The Budget - November 11, 2020 **live online** (\$60) \_\_\_\_\_
- Evaluating The Budget - November 12, 2020 in Jefferson City (\$60) \_\_\_\_\_
- Evaluating The Budget - November 12, 2020 **live online** (\$60) \_\_\_\_\_
- 2020-21 Budget Development - March 10, 2021 in Jefferson City (\$60) \_\_\_\_\_
- 2020-21 Budget Development - March 10, 2021 **live online** (\$60) \_\_\_\_\_
- 2020-21 Budget Development - March 11, 2021 in Jefferson City (\$60) \_\_\_\_\_
- 2020-21 Budget Development - March 11, 2021 **live online** (\$60) \_\_\_\_\_
- Our district is a member of the MASA Video Library - No charge to participate online \_\_\_\_\_
- I am a member of the First-Year Superintendent Program (Already paid) \_\_\_\_\_

*(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 may be limited for both in-person and online sessions.**

*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.***