



Preparing Your Financial Picture

March 1-12, 2021

Live and Pre-Recorded

Preparing Your Financial Picture (12 Hours)

Description: A chief financial officer's predominant job focus is preparing, managing, and executing a school district's budget. Understand the application of enrollment projections, budget assumptions in developing a budget as well as major revenues and expenses that comprise a school budget. Learn practical ways to amend budgets, presentation of budgets to staff, the board of education, and community. Group work will focus on building a budget, sharing details, and simulating board and community presentations of a budget. Details of a school district's yearly audit process will also be highlighted.

LIVE

March 1, 2021

9:00 am - 12:00 pm

9:00 am – 9:45 am

Review the Accounting Manual and discuss how schools are funded including property taxes along with the necessary school expenses. Presenter(s): TBD

10:00 – 10:45 am

Every school district has a story. What will you be sharing with your board of education and community? As you build your budget and understand your revenues and expenditures, what will you be sharing with your board of education and/or community? Learn the tools you will need to create this story. Presenter(s): TBD

10:45 – 10:55 am

Break

10:55 – 12:00 pm

Assumptions and district timelines – what do you know about your district? Presenter(s): TBD

March 4, 2021

9:00 – 11:00 am

Build your budget. Provide scenarios for each group to build an actual budget based on a case study provided. Facilitator(s): Steve Lenar, Holly Area Schools and Robert Dwan, MSBO

March 10, 2021

9:00 am - 12:00 pm

9:00 – 10:45 am

Participants will present their budget to the group. Each group will have an opportunity to critique and learn from each other on what information is shared with staff, the board of education and your

community. Facilitator(s): Steve Lenar, Holly Area Schools and Robert Dwan, MSBO

10:45 – 10:55 am

Break

10:55 am – 12:00 pm

What happens when the amount budgeted doesn't match the actual? These deviations from the budget are critical and must be explained. Learn techniques on what you need to do to keep the board and community informed. Presenter(s): TBD

Pre-recorded sessions – Accessible March 1 – 12, 2021

Understand the legalities of a budget and timelines of school budgets. Presenter(s): TBD
40 minutes

Presenting your budget – sharing examples and tips for understandable presentations. Presenter(s): Steve Lenar, Holly Area Schools
45 minutes

Execution/reconciliation of the budget. Discuss practical ways revenue is recorded, the payment of bills, and managing the budget. Share examples of what transparency means in working with school budgets. Presenter(s): TBD
75 minutes

Learn to prepare your fund-level and district-wide financial statements. Understand how to prepare for your auditor. Everything you need to know about an audit report and what it means to you and your district. The Management Discussion and Analysis (MD&A) Report process will be reviewed. Presenter(s): TBD
105 minutes