

Draft Agenda/Content - Revenue Part I and Part II	
Re-Work Current Agenda	Re-Write
<p>OLD - Revenue, Expenditures and Budgeting Part I and Part II (6 hours each): General explanation of: school revenue and transfer sources, and the process and structure of accounting for budgets and expenditures. Subjects include: School Aid Act, accounting manuals, property taxes, fund accounting, forecasting and projecting, and federal and state programs. Part II will be a continuation of Part I and will also provide an opportunity for participants to bring their district's budget to the workshop to ask specific questions and solicit suggestions.</p>	<p>NEW– Preparing Your Financial Picture (12 hours) One of the main focus of a Chief Financial Officer is to prepare, manage, and execute the budget. There are many elements to doing this. Learn about the formation of a budget, budget assumptions, enrollment projections, what are your major funds and expenses in a budget. Learn practical ways to look at reduction in budgets, amend budgets, and presenting your budget to staff and the board of education. The participants will work in groups with a simulation of a school district to build their own budget, share it with the attendees, discuss budget reductions, and present their budget with the attendees acting as the Board of Education. The audit process will also be discussed.</p>
<p>First Day: 8:45 – 10:00 am Accounting Manual/Chart of Accounts/Fund Accounting – Presenter: Christopher May, Michigan Department of Education and Glenda Rader, Grand Ledge Public Schools</p>	<p>First Day: 8:45 – 10:15 am Review the Accounting Manual/Fund Accounting and discuss how schools receive revenues including property taxes and cash flows, borrowing and investing. Expenses will also be covered.</p>
10:00 – 10:15 Break	10:15 – 10:30 Break
10:15 – 12:00 pm Overview of Revenues – local, state, and federal Presenter: Bob Dwan, MSBO	10:30 – 12:00 pm Assumptions – what do you know about your district? Enrollment projections will also be discussed.
12:00 – 12:45 Lunch	12:00 – 12:45 Lunch
12:45 – 2:15 Property Tax Review – Presenter: Sandra Elka, Huron Valley Schools	12:45 – 2:15 pm Build your budget . Work in groups to build an actual budget based on the information we know so far.
2:15 – 2:30 Break	2:15 – 2:30 pm Break
2:30 – 4:00 pm Overview of Expenditures – Presenter: Lori Schomisch, Clinton County RESA	2:30 – 4:00 pm Report on the budget to the group as if you are presenting to your Board of Education.

<p>Second Day:</p> <p>8:45 – 10:15 am State School Aid Revenue---Understanding the State School Aid Financial Status Report. Learn the calculations behind the Proposal A Obligation, Special Education Headlee Obligation, Discretionary Payment and Categorical Funding Presenters: Dan Hanrahan and Christopher May, Michigan Department of Education</p>	<p>Second Day:</p> <p>8:45 – 9:45 am Discuss the timelines of the budget. Understand the legalities of a budget.</p>
<p>10:15 – 10:30 Break</p>	<p>9:45 – 10:15 Execution of the budget. Discuss practical ways the revenue is recorded, payment of bills, and managing the budget. Transparency will also be addressed.</p>
<p>10:15 – 10:30 Break</p>	<p>10:15 – 10:30 Break</p>
<p>10:30 – 12:00 Cash Flow/Borrowing/Investments – Kate Dankovich, Southfield Public Schools</p>	<p>10:45 – 12:00 pm Discuss ways to increase revenue and reduce costs. Each group will develop ways in which to increase revenues and reduce costs.</p>
<p>12:00 – 12:45 pm Lunch</p>	<p>12:00 – 12:45 Lunch</p>
<p>12:45 – 2:00 Budget Projections/Enrollment Projections/Forecasting/Budget Presentation Presenters: Chris Frank, Saginaw ISD and Steve Lenar, Holly Area Schools</p>	<p>12:45 – 2:00 Share with the group ways to increase revenues and reduce costs.</p>
<p>2:00 – 2:15 Break</p>	<p>2:00 – 2:15 pm Break</p>
<p>2:15 – 4:00 Budget Projections/Enrollment Projections/Forecasting/Budget Presentation continued</p>	<p>2:15 – 4:00 pm Prepare your Financial Statements. Understand the audit process to retaining an auditor to preparation. Discuss the audit reports and what it means to you and your district.</p>