

**MSBO Chief Financial Officer Certification Program Recommendation to New Program
January 13, 2017**

<i>Current Program</i>	<i>Recommended Changes</i>
Bonding/Borrowing/Investing (3 hours)	Bonding/Borrowing/Investing (3 hours) – no change
Cash Management (3 hours) – no change	Cash Management (3 hours) <ul style="list-style-type: none"> Add content on managing the accounts receivable and accounts payable processes
Collective Bargaining Agreement, Contracts (3 hours)	Collective Bargaining Agreement, Contracts (3 hours) – no change
Effective Communication (3 hours)	Eliminate
Facilities for the Business Manager (3 hours) Understand the basic structure and function of building, grounds and maintenance operations as well as the planning of maintenance programs. Learn about laws relating to school construction, environmental regulations, and what to expect from your facilities director.	Facilities for the Business Manager (3 hours) <ul style="list-style-type: none"> Include fixed asset management and crisis management in content
Food Services for the Business Manager (3 hours)	Food Services for the Business Manager (3 hours) – no change
	Human Resources for the Business Manager (3 hours) – NEW CLASS
Instructional Program Evaluation (3 hours)	Instructional Program Evaluation (3 hours) – no change
Introduction to School Business (14 hours)	Introduction to School Business (14 hours) <ul style="list-style-type: none"> Add accounts receivable and government fund accounting as part of "Accounting Manual/Fund Accounting" Add written procedures/flow chart manuals as part of "Organizational and Site Office Issues" Add content on grant reporting (one hour recommended) as part of "Reporting State, Federal, and Local Agencies" The above changes could free up time to add additional time in the "Retirement" section and remove the "Managing Transportation/Food Service/Facilities" section on the current agenda.

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Labor Relations/Employment Law (6 hours)	Labor Relations/Employment Law (6 hours) – no change
Payroll and Related Personnel Issues (3 hours)	Payroll and Related Personnel Issues (3 hours) <ul style="list-style-type: none"> • Add content on managing employee benefit programs
Principles of Education (3 hours)	Principles of Education (3 hours) – no change
	Property Tax Overview (6 hours) – NEW CLASS
Purchasing Overview (3 hours)	Purchasing Overview (3 hours) – no change
Revenue, Expenditures and Budgeting Part I (6 hours) Revenue, Expenditures and Budgeting Part II (6 hours)	Revenue, Expenditures and Budgeting Part I (6 hours) Revenue, Expenditures and Budgeting Part II (6 hours) <ul style="list-style-type: none"> • No longer refer to as Part I and Part II • Add section on "Managing Budgets" to cover different methods of enrollment projections, developing financial goals, addressing estimation of expenditures, reductions through improved efficiencies and budget adjustments • More emphasis and time dedicated to the current "Part II" topics and less on "Part I"
Strategic Planning (3 hours)	Strategic Planning (3 hours) <ul style="list-style-type: none"> • Add content on developing financial goals as an organization and how to develop a budget around those goals
Team Leadership (3 hours)	Eliminate
Technology for the Business Manager (3 hours)	Technology for the Business Manager (3 hours) <ul style="list-style-type: none"> • Add content on the financing of technology and data encryption in email
Transportation for the Business Manager (3 hours)	Transportation for the Business Manager (3 hours) – no change
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Wrap-Up/Ethics (2 hours)	Wrap-Up/Ethics (2 hours) - no change
Electives (6 hours)	Electives (3 hours) – Reduce
Total 85 hours	Total 85 hours
Renewal – 137 hours and 13 hours of Group Solutions	Renewal - Change Group Solutions requirement to one and then require one "Financial Statement Preparation" session.