

School Finance Workshops

Sponsored by

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

A series of workshops has been planned 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 as the new school foundation formula is phased-in. All workshops will be held at the Missouri Council of School Administrators Education Center in Jefferson City. Each workshop will begin at 11:30 am and will conclude by 3:00 pm. The registration fee is \$40/person for each session or all three sessions for \$110. The registration fee includes lunch and all workshop handouts. For more information on any of these workshops, please contact:

Roger Kurtz, email: roger.kurtz@mcsa.org, phone: 573-638-4825 or

Bob Phillips, email: bphillips@moasbo.org, phone: 816-353-0626

A complete registration form and other information appear on the back of this form.

Setting The Tax Rate

July 22, 2008 or July 23, 2008

This workshop will focus on the process of setting the tax rate for a school district. Chris Straub will walk participants through the process of completing the State Auditor forms. He will discuss how to plan, advertise and conduct a tax rate hearing. Straub will suggest documents to provide at the hearing.

Evaluating The Budget

November 12, 2008 or November 13, 2008

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. Bob Phillips, retired Assistant Superintendent for Business Services at the Raytown School District will be co-presenting with Chris Straub. 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.

2009-10 Budget Development

February 11, 2009 or February 12, 2009

This workshop will provide assistance to school administrators as they begin the process of developing a budget for 2009-10. Bob Phillips, retired Assistant Superintendent for Business Services at the Raytown School District will be co-presenting with Chris Straub. 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 _____

Name on Card _____

Signature _____

Register this individual for the following session(s)

- Setting The Tax Rate - July 22, 2008 (\$40) _____
- Setting The Tax Rate - July 23, 2008 (\$40) _____
- Evaluating The Budget - November 12, 2008 (\$40) _____
- Evaluating The Budget - November 13, 2008 (\$40) _____
- 08-09 Budget Development - February 11, 2009 (\$40) _____
- 08-09 Budget Development - February 12, 2009 (\$40) _____
- All three workshops (\$110) _____

Total Due _____

Make checks and/or purchase orders to: MASA, 3550 Amazonas Drive, Jefferson City, MO 65109

Fax to: 573-556-6270

Please note: Enrollment will be limited to 70 participants per workshop.

CANCELLATION POLICY: Workshops registration cancellations will only be accepted in writing, by fax or email 72 hours (three business days) prior to the event. Any cancellations received after this date 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.