

2018-2019 Business Manager Academy (BMA) Tentative Syllabus

Session 1: September 6, 2018 (Thursday, 8:30am – 3:00pm)

Introductions / Norms: Get to know each other and determine what we expect from each other and the Academy.

Overview of the Eight Sessions: Provide a brief (five to ten minutes) overview of what will be covered for the 2018-19 BMA and the general goals of the course.

Overview of Financial & School Environment Concepts: Provide a list of some of the major concepts and related terminology that is encountered in the day-to-day operations of School Districts. Some historical perspective to Washington Schools funding will be included.

Agency Roles in Washington State: Provide a list of major agencies in Washington State who have interaction with school districts and discuss the relevance of each agency to WA school districts.

Assessing Financial Status: Provide a brief overview of how a new business manager can conduct a quick financial (high level) assessment of a school district's General fund.

Month-end Accounting & Reporting: Provide a list of major accounting functions that are typical at month-end that affect compliance, reliability, and integrity of the school district accounting records and reporting (ex: direct receipt data entry – what are sources for and what is its relevance to the district's accounting and reporting). In addition, we will provide a checklist that can be utilized as a template for typical month-end accounting activities.

Major Resources: Provide a list of major publications or websites available to assist financial staff in performing their duties (ex: OSPI's School Apportionment & Financial Services Homepage). We will provide the list and also visit some of the websites during this presentation.

OSPI Bulletins & Memorandums: Provide an overview of the OSPI website and its structure for bulletins and memorandums.

Accounting Reports: Provide a list of major accounting reports and how to gain working familiarity with those reports that an incoming Business Manager, Accounting Manager, or prospective Business / Accounting Manager will find helpful in performing her/his job (ex: balance sheet report and comparison to a board resolution on Imprest Cash).

Session 2: October 4, 2018 (Thursday, 8:30am – 3:00pm)

Review of Norms: Follow up briefly to ensure that no adjustments necessary.

State Auditor's Office & Fraud Reporting: Provide statutory requirements for fraud reporting and SAO tools for reporting.

September Enrollment Reporting: Review September enrollment reports and discuss how to evaluate the enrollment compared to budgeted enrollment.

WA School Accounting Structure: Discussion of funds and their use and account code structure as defined by the State.

Reconciliation of District Accounting Records for Preparation of the Annual F-196

Report: Provide a general overview of accounting reconciliation that should occur in order to provide a materially accurate, auditable, and reliable annual financial report. In addition, provide some recommendations for month-to-month accounting activities that will assist in an efficient year-end accounting process (ex: reconcile revenue accounts monthly to Apportionment and the F-197 Report from the NWESD).

Anatomy of the Annual F-196 Report: Provide an overview of the content and structure of the F-196 Financial Statement, with the goal for the participants to be able to analyze and communicate the information contained in an F-196.

OSPI's Part IV of the F-196 Report (Resource to Expenditure): Provide an overview of a very unique section of the Annual F-196 Report required by OSPI. Overview will outline some areas of consideration that may / may not have an impact upon accounting compliance (ex: maintenance of effort in the area of Special Education).

Grant Reconciliation: Provide an overview of what types of grants a district may receive, how they are classified, and analysis of the grant in the accounting system (ex: Title 1 is a federal grant and therefore would be tracked as a 6000 series revenue).

Carry-over, Recovery & Maintenance of Effort: Discuss how to determine if the district will have carry-over or recovery of funds and how to mitigate these situations if needed. The three major maintenance of effort formulas will be covered.

Schedule of Expenditure of Federal Awards (SEFA): Provide an overview of an annual report required by Federal Law that is provide to the State Auditor's Office (SAO) for the purposes of accounting for use of federal resources.

Session 3: November 1, 2018 (Thursday, 8:30am – 3:00pm)

Capital Projects Financing (Guest Speaker): Provide time for a guest speaker to offer the participants a perspective on Capital Projects Financing for the Business Manager. For 2018-19, it is anticipated Trevor Carlson, Managing Director/Public Finance Investment Banking with Piper Jaffray, will provide a Bond Financing Overview covering voting patterns, bond issue planning, financing tools and bond sale methods.

Notes to the Financial Statements: Provide an overview of the Notes to the Financial Statements that accompany the annual financial reports when audited. Overview will include review of OSPI's website that provides a template and financial information that is needed for the notes that is supplemental to the F-196.

Audit Preparation: Provide a general overview of school district audits in Washington State. Overview will include documentation and organization of materials districts should have on file to support the financial statements and streamline the audit process.

Levy Certification: Provide an overview of the levy certification process. A part of the overview will be to examine the concept of levy rollback and board action related to levy certifications.

S-275 Overview: Provide a general overview of the S-275 Personnel Report required to be submitted annually by late November with continuous follow-up throughout the year. The overview will discuss the purpose of the report and its use.

NOTE: at this point in time, it is unclear what the report will be used for; however, OSPI has instructed districts to continue to track education/experience and S-275 reporting will still be mandatory and auditable.

S-275 Internal Review: Provide an overview of analysis and review of the S-275 that is helpful at the District accounting level in ensuring the S-275 submittal is materially accurate.

December Debt Payment & Accounting: Provide an overview of why the month of December is relevant to debt payment and cash flow. The overview will also introduce tools the NWESD uses in accounting for outstanding debt and schedule of payments.

Session 4: December 6, 2018 (Thursday, 8:30am – 3:00pm)

S-275 Personnel Report Follow-up: Provide analysis time for the participants to review and discuss their district's S-275 Reports.

Enrollment Ratios: Provide an overview of enrollment reports in school districts, why it is important to monitor enrollment and how enrollment is used by OSPI for funding purposes.

Internal Controls: Provide an overview of OSPI's Accounting Manual in the area of internal controls and discuss tools available for reviewing and documenting a district's internal controls.

Collective Bargaining (guest speaker): Provide an overview of the concept of Collective-bargaining and why is it relevant to the role of a Finance staff member (ex: what is a CBA, what is contained in a CBA, working with Unions, etc).

Budget Planning (Calendar Planning and District Conditions): Provide an overview of developing a budget calendar that incorporates statutory guidelines as well as district policy and/or policy. Overview will also incorporate thoughts on unique district conditions that should be considered in calendar planning.

Budget Extension (F-200): Provide a brief overview of what a budget extension is, why it is relevant to the financial operations of the District and the preparation and adoption process.

Enrollment Projections: Provide a general overview of various methodologies for projecting enrollment for budget purposes. Overview will include considerations for board input and consensus on enrollment projections.

JANUARY – NO SESSION

Session 5: February 7, 2019 (Thursday, 8:30am – 3:00pm)

Legislative Monitoring and the John Jenft Budget Driver: Overview of resources available for monitoring legislative actions that will effect school district funding and requirements. Provide an overview of documents provided by OSPI & various associations for analyzing major components of the state budget.

Apportionment: Provide a detail review of the Apportionment Reports and their relationship to state and federal financial resources for a school district. Participant district apportionment reports will be used and discussion of comparing reports to budget projections will be discussed.

Cash Flow: Provide an overview of cash flow and the importance of cash flow projection for the participants. Discussion will include various methods of cash flow projection and differences in cash flow projections for the different funds.

Session 6: March 7, 2019 (Thursday, 8:30am – 3:00pm)

Reduction-in-Force (RIF): Provide an overview of what a reduction-in-force is, what legal and responsible actions need to occur if RIF is necessary and the advance planning that needs to take place.

The Superintendent & Business Manager Relationship (guest speaker): Presentation from a Superintendent regarding the importance of accurate data, open communication, etc. from the Business Manager and what the Business Manager should expect from the Superintendent.

F-203(X) Preparation: Provide a detailed look at the OSPI F-203 document that is an essential and required piece of the revenue projection in budgeting. The detailed look will include data entry and how to incorporate various budget assumptions.

Budgeting revenue sources not on the F-203: Provide an overview of the various sources of revenue for a school district and how they are budgeted. Overview will also provide some tips on what type of supporting documentation should be maintained and various methods of projection.

Staffing as a part of the Budgeting Process: Provide an overview of staffing considerations for budgeting. Overview will include ensuring consideration of statutory requirements, collective-bargaining agreements, communication and other factors are examined.

Budgeting Materials, Supplies and Operating Cost (MSOC): Provide an overview of the main elements of non-employee related costs for a school district and how they are budgeted. Overview will also provide some tips on what type of supporting documentation should be maintained and setting priorities.

Session 7: April 4, 2019 (Thursday, 8:30am – 3:00pm)

Levy Lid / LEA Calculations: Review of the Levy Lid and Local Effort Assistance calculations using the F-780 document and the multi-year projection tool.

OSPI K-2 Video Conference: If a legislative budget has been adopted and OSPI has held a video conference, a discussion of the video conference and how the legislative changes will affect the budgeting process and district programs will take place.

Pupil Transportation (guest speaker): Overview of funding formula for transportation and how district decisions can effect State funding for pupil transportation.

Budgeting (Other Funds): Provide an overview of planning, analysis, and finalization of budgets for the Capital Projects Fund (CPF), Debt Service Fund (DSF), Associated Student Body Fund (ASB), and Transportation Vehicle Fund (TVF).

Bond Levy Projections: Provide an overview with the purpose to determine the amount of DSF levy is necessary to fund payment of voted debt principal and interest payments. Review of the NWESD projection tool will be included in the discussion.

Long Term Budgeting: Provide a discussion and at least one tool to assist participants in understanding how to go about preparing three to five year budget projections.

Session 8: May 2, 2019 (Thursday, 8:30am – 3:00pm)

Budget Wrap-up: Provide time for discussion of next year's budget development. Discuss what participants are discovering and or struggling with in the budget development process. Samples of public presentations of budgets.

Purchasing (guest speaker): Provide an overview of purchasing policy and procedure. A guest speaker that is a School District purchasing professional will provide materials and lead the discussion.

Potpourri of Topics: Based upon feedback from participants, provide time for requested topics. Prior year topics have included what documents go to the Board, records retention, surplus property, public records requests, unclaimed property and WEA's financial analysis.

Final Activity: Provide a participatory final activity that incorporates questions from each session to allow participants to reflect upon knowledge gained in the Business Manager Academy.