



IASBO 2019 TREASURER'S WORKSHOP DAY #1

Primo Banquet & Conference Center, 2615 National Ave., Indianapolis, 46227

February 19, 2019

- 8:30 a.m. Registration**
- 9:00 a.m. Welcome / Introductions / Orientation**
- 9:15 a.m. Treasurer's Roles & Responsibilities**
Presenter: Karen Zackfia, *Director of Business & Finance, North Newton School Corp.*
- 9:35 a.m. Accounting Practices: Funds / Revenues / Expenditures**
Presenters: Sandy London, *Supervisor of Business Services, Center Grove CSC*
Laura Mullen, *Business Manager/Corp. Treasurer, Northwestern CSD of Shelby County*
- 10:30 a.m. Break**
- 10:45 a.m. Accounting Practices, (cont'd.)**
- 12:00 p.m. Lunch**
- 1:00 p.m. Purchasing: Bids vs. Quotes / Public Works Laws / Purchasing Tips**
Presenter: Kelley Kitchen, *Director of Finance, Goshen CS*
- 2:00 p.m. Accounts Payable / Claim Cycle / W-9s / 1099s
Record Retention / Purchase Orders**
Presenter: Kandi Tinkey, *Business Manager, Plymouth Community SC*
- 2:55 p.m. Questions / Wrap Up**
- 3:00 p.m. Forms / Adjourn**

Day 2 Workshop – February 20, 2019



IASBO 2019 TREASURER'S WORKSHOP DAY #2

Primo Banquet & Conference Center, 2615 National Ave., Indianapolis, 46227

February 20, 2019

- 8:30 a.m. Registration**
- 9:00 a.m. Welcome**
- 9:05 a.m. Grant Management**
Presenter: Amanda Brackett, *Chief Business Officer, Tippecanoe SC*
- 10:15 a.m. Break**
- 10:30 a.m. Payroll**
Presenter: Jennifer Hopkins, *Payroll & Benefits Coordinator, Peru Community Schools*
- 11:45 a.m. Lunch**
- 12:30 p.m. Cash Management**
Presenter: Steve Nauman, *Business Manager / Treasurer, Seymour CS*
- 1:45 p.m. Financial Monitoring**
Presenter: Jerry Hawkins, *Executive Director of Business Services, Penn-Harris-Madison SC*
- 2:55 p.m. Questions / Wrap Up**
- 3:00 p.m. Forms / Adjourn**

Day 3 Workshop – April 15, 2019



IASBO 2019 TREASURER'S WORKSHOP DAY #3

Primo Banquet & Conference Center, 2615 National Ave., Indianapolis, 46227

April 15, 2019

- 8:30 a.m. Registration**
- 9:00 a.m. Welcome**
- 9:05 a.m. Audits**
Presenter: Karen Zackfia, *Director of Business & Finance, North Newton School Corp.*
- 10:15 a.m. Break**
- 10:30 a.m. Budget Development**
Presenters: Lynn Kwilasz, *Asst. Superintendent Business/ CFO, Duneland SC*
Stephanie Pittman, *Treasurer, Bremen Public Schools*
Becky Smith, *Chief Financial Officer, Concord Community Schools*
- 12:00 p.m. Lunch**
- 1:00 p.m. Budget Development, (cont'd.)**
- 2:55 p.m. Questions / Wrap Up**
- 3:00 p.m. Forms / Adjourn**

Day 4 Workshop – April 16, 2019



IASBO 2019 TREASURER'S WORKSHOP DAY #4

Primo Banquet & Conference Center, 2615 National Ave., Indianapolis, 46227

April 16, 2019

- 8:30 a.m. Registration**
- 9:00 a.m. Welcome**
- 9:05 a.m. Educational Information Systems – IN Department of Education**
Presenter: Michelle Tubbs, *Asst. Director of Data Reporting, IDOE*
- 10:15 a.m. Break**
- 10:30 a.m. School Finance Reporting – IN Department of Education**
Presenters: Melissa Ambre, *Director, Office of School Finance, IDOE*
Amy Pattison, *Assistant Director, Office of School Finance, IDOE*
- 12:00 p.m. Lunch**
- 12:45 p.m. School Finance Reporting, (cont'd.)**
- 1:45 p.m. Special Education Grants – IN Department of Education**
Presenter: Jennifer Thompson, *Asst. Director of Special Education Fiscal, IDOE*
- 2:50 p.m. Questions / Wrap Up**
- 3:00 p.m. Forms / Adjourn**