OASBO Bootcamp - Essentials of Financial Management & Administration
Course Description Quick Guide

Course Name	Course Description
Ethics Katie Johnson, Deputy Executive Director, Ohio Association of School Business Officials (OASBO)	This course will cover the rules and requirements of Ohio Ethics Laws and related statutes applicable to public officials, including school district treasurers. Topics covered will include the limits and ramifications of public officials and employees from engaging in the following: • Participating in their public role in any action that involves the direct interests of the official, or those of a family member, or another with whom the official has an ongoing private business relationship; • Authorizing , or using his or her public position to secure, a public contract or the investment of public finds in any security that benefits the official, a family member, or a business associate; • Improperly profiting from a public contract; • Soliciting or accepting substantial and improper things of value, including, outside employment or consultation fees, gifts, or travel, meals and lodging, from those dealing or seeking to do business with the public agency; and • Unauthorized disclosure or use of information deemed confidential by law. In addition to the topics listed above, the financial disclosure statement that all school district treasurers must file will be discussed. 1. Understand the Ethics Laws and related statutes as they apply to activities affecting school district CFOs and other district employees. 2. Be able to spot potential conflicts of interest and other ethical issues before they become problems, and address them. 3. Be able to communicate these issues to school boards and the public on topics of Ohio Ethics Laws. 1 The course will enhance the attendees' understanding of the Ohio Ethics Laws and related statutes so that school district officials and employees can understand the rationale behind the laws in order to assist in identifying issues and helping to protect themselves and their districts from violations and liability, as well as to protect the public's trust in our public agencies.
Investment Basics Ryan K. Nelson, CFA, Co-Founder/ Portfolio Manager, RedTree Investment Group	This course will provide an overview on creating investment policies, administrative controls and cash forecasts. This information is critical when deciding how best to invest the funds of the district. Information will be included on the types of investments available along with ideas on establishing an investment outlook and strategy. Details will be provided on best practices for monitoring investments, rebalancing when needed, investment accounting and reporting results. 1 The course will provide a review of various types of investments available to public school districts. The presentation will also discuss the pros and cons of the various investment types. 2 Statement of Accreditation Rationale: This course will provide attendees with an overview of a variety of methods for investing excess funds. There are specific investments permitted by Ohio law allowed for school districts. Understanding the various investment types available to school districts is critical for school treasurers.
Fund Accounting & USAS Coding Cynthia Ritter, School Business Consultant, K-12 Business Consulting, Inc.	*1* The course will provide . . . . . . • Understanding of the account codes • Understanding of account structure for funds, revenue and expenditures • Specific needs for account codes • Uniformity for the Report Cards and audit • How codes will affect the EMIS system Understanding the process of the account codes and the proper usage of the coding system is essential for every new treasurer/CFO.
Purchasing Kerri Johnson, Treasurer/CFO, Anthony Wayne Local SD, Alan W. Binger, Treasurer, Vanguard-Sentinel Career Tech Centers	This course will cover an overview of purchasing; providing information on all areas of purchasing, from start to finish, along with liability and proper public purposes and fraud prevention. Understanding all aspects of the purchasing procedure is a key component in school finance. Implementing internal controls, written procedures and following best practice is very beneficial in protecting district funds