

OASBO Treasurer/CFO Planning Series - Fourth Quarter

Course Description Quick Guide

Course Name	Course Description
Grants Management; Creating and Refining Your Comprehensive Continuous Improvement Plan (CCIP) Darian Ascoli, Assistant Treasurer, Lakota Local SD (Liberty Township), Kim Melzer, Director of Federal Programs, Lakota Local SD (Liberty Township)	This course will cover an overview of the CCIP to include Important Dates One Needs Assessment Project Cash Requests Final Expenditure Reports Annual Financial Requirements Resources The course will provide CCIP grant basics, roles and responsibilities, regulatory compliance, project cash requests and final expenditure reports. Understanding the process of navigating the CCIP is an essential CFO/treasurer function. Successful completion of this process will link the Continuous Improvement Process (CIP) to the grants process and reflect the strategies of the district.
Tying It All Together: Budgeting & Forecast Kyle Smith, Treasurer/CFO, Bexley City SD, Rebecca Jenkins, Treasurer, New Albany Plain Local SD, Jenni Logan, Treasurer/CFO, Sycamore Community City Schools	This is a curriculum-based presentation, designed to provide you with foundational knowledge around Budget and Appropriations, specifically tax-budget, forecast and how to tie them together. The course will provide • Review of Terminology • Tax Budget Process • Appropriations Process • Annual Appropriations Measure • Appropriation Resolution • Budgeting Models • Budgeting Best Practices Understanding how budget and appropriations tie together in the overall financial school district picture is very important. As one of the board's primary responsibilities, financial planning to include budget and appropriations helps districts connect learning priorities to financial priorities.
Property and Liability Insurance Travis Thompson, Director of Risk Management, Hylant Administrative Services	This course will examine the role of the Treasurer in the Risk Management Process. By law, every public school Treasurer/CFO is personally, financially responsible for the public monies used to operate a public school. The purchase of insurance is a common method used to demonstrate fiduciary compliance. This course will help decision makers understand the myriad of insurance products.
Preparing for an Audit and the IPA Process Monica Gerhart, Director of Financial Services, New Albany-Plain Local SD	This course will cover an overview of what entities will be performing an audit, what to expect during a fiscal audit, how to prepare, and why it's valuable to the entity. The course will provide essential information about an audit and any new regulations that may apply. Successful audits are critical in understanding your fiscal performance and transparency. Outcomes build the reputation of the district with community and other stakeholders for sound accounting and reporting practices.
Property Taxation - Including levies options, timing and common pitfalls Matt Stout, Partner, Public Finance, Bricker Graydon LLP, Kyle Smith, Treasurer/CFO, Bexley City SD	This course will go into levy options, five-year strategic planning on levies, and common pitfalls. Discussion will include election history, district-specific issues, property tax law, including levy types, tax reduction factors, and the interrelationship between valuation changes and property tax rates. The course will provide help for newer CFOs to get a better understanding of property taxation issues, which for most school districts represents the largest or second largest source of local revenue for their budgets. They will learn how better forecast valuation changes and revenue, as well as get an understanding of different options available to them for levy types. Understanding the potential flow of property tax revenue into the district and being able to forecast property tax revenues is important for CFOs to better plan timing of revenue for investment options.

Levy Planning – Including Levy Campaign Dos & Don’ts Brad Ruwe, Partner, Dinsmore & Shohl LLP, Reginald Staples, Jr., Partner, Dinsmore & Shohl LLP	This course will go into levy options, five-year strategic planning on levies, and common pitfalls. Discussion will include election history, district-specific issues, property tax law, including levy types, tax reduction factors, and the interrelationship between valuation changes and property tax rates. The course will provide help for newer CFOs to get a better understanding of property taxation issues, which for most school districts represents the largest or second largest source of local revenue for their budgets. They will learn how better forecast valuation changes and revenue, as well as get an understanding of different options available to them for levy types. Understanding the potential flow of property tax revenue into the district and being able to forecast property tax revenues is important for CFOs to better plan timing of revenue for investment options.
Ownership, Reporting, and Uses of EMIS Staff Data Mary Rose, Ph.D., Data Administration Manager, Office of Data Quality and Governance, Ohio Department of Education & Workforce	This course will cover the employment and demographic data reported to the Education Management Information System (EMIS) at the Department of Education and Workforce, for owners of staff and employee data in school districts. The presenter will review the primary ways and the venues in which the State uses and reports these data, as well as significant areas for data quality improvement. Tools and data sources that may be of use to school business officials will also be covered. • Main types of data about employees and contracted employees reported to the state’s Department of Education and Workforce • Key uses of these data for federal and state reporting, public display, district use, and research • Areas where data owners can focus data quality improvement efforts • Resources for technical assistance Understanding how the state uses district-reported EMIS staff employment and demographic data is important for school business officials’ work on behalf of their districts.