**Treasurers & Encumbrance Clerks**

**October 13, 2023**

**Meridian Tech Center, Main Campus**

**Stillwater, OK**

**AGENDA**

7:45 – 8:00 *Registration*

8:00 – 9:00 *Finance in Federal Programs* Kathy Dunn, CCOSA Director of Professional

Learning, State and Federal Programs

9:00-10:00 *Financial Reporting to the Board*  Steven Crawford, Crawford Consulting

Retired Superintendent/CCOSA Ex. Dir

10:00-10:15 Break

10:15-11:30 *Open Meeting Act* Steven Crawford, Crawford Consulting

Retired Superintendent/CCOSA Ex. Dir

11:30 – 12:30 Working Lunch:*Ethics for School Finance Personnel* Billie Jordan, Executive Director, OSAC

12:30 – 1:30 *Activity Accounts: Best Practices* Sabrina Garner, Director of Finance

Tahlequah Public Schools

1:30 – 2:30 *Roles and Responsibilities of Encumbrance Clerks* Sabrina Garner, Director of Finance

Tahlequah Public Schools

2:30-2:45 Break

2:45– 3:45Bank Account Structure, Cash Liquidity and Derek Lultz, CTP, VP, Treasury Mgtm. Officer  
 Reporting: *money market accts, cash flow etc.* First united Treasury Management

3:45- 4:00 Questions

\*7.5 hours of this program meet the requirements for Encumbrance Clerk & Treasurer Training in accordance with the provisions of 70 O.S. § 5-190, as certified by the State Department of Education.