**Treasurers & Encumbrance Clerks**

**October 12, 2023**

**High Plains Tech Center, Room #1**

**Woodward, 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

10:15-11:00 *Estimate of Needs* Steven Crawford, Crawford Consulting

Retired Superintendent/CCOSA Ex. Dir

11:00- 12:00 *Activity Accounts: Best Practices* Sabrina Garner, Director of Finance

Tahlequah Public Schools

12:00 – 1:00 Working Lunch:*OCAS with Sylogist- Zoom* Sandra Jasper, Sylogist

1:00 – 2:00 *Roles and Responsibilities of Encumbrance Clerks* Sabrina Garner, Director of Finance

Tahlequah Public Schools

2:00 – 2:10 Break

2:10 – 3:10Bank Account Structure, Cash Liquidity and Derek Lultz, CTP, VP, Treasury Mgtm. Officer  
 Reporting: *money market accts, cash flow etc.* First united Treasury Management

3:10 - 4:00 *Ethics for School Finance Personnel* Billie Jordan, Executive Director, OSAC

\*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.