



Treasurers & Encumbrance Clerks

April 4, 2023

Indian Capital Tech
Brackeen Center – Building C

Muskogee, OK

AGENDA

7:45 – 8:00	<i>Registration</i>	
8:00 – 8:45	<i>Finance in Federal Programs</i>	Kathy Dunn, CCOSA Director of Professional Learning, State and Federal Programs
8:45 – 9:30	<i>Estimate of Needs/Budgeting</i>	Steven Crawford, Crawford Consulting Retired Superintendent/CCOSA Ex. Dir.
9:30 – 10:15	Financial Reporting to the Board	Steven Crawford, Crawford Consulting Retired Superintendent/CCOSA Ex. Dir
10:15-10:30	Break	
10:30 – 11:15	<i>School Personnel/Employee Salaries</i>	Heather Young, SHRM-CP, OSDE Executive Director, School Personnel Records
11:15- 12:00	<i>Activity Accounts: Best Practices</i>	Sabrina Garner, Director of Finance Tahlequah Public Schools
12:00 – 1:00	Working Lunch: Ethics for School Finance Personnel	Billie Jordan, Executive Director, OSAC
1:00 – 2:00	<i>Roles and Responsibilities of School Treasurers</i>	Dr. Channa Byerly, Superintendent Duncan Public Schools
2:00 – 2:15	Break	
2:15 – 3:15	<i>Roles and Responsibilities of Encumbrance Clerks</i>	Dr. Channa Byerly, Superintendent Duncan Public Schools
3:15- 4:00	<i>OCAS Update</i>	Katherine Black, OSDE Executive Dir. of Financial Acct, OCAS/Auditing

***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.