



VERMONT ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

SERVING EDUCATION THROUGH SOUND BUSINESS PRACTICE

www.vasbo.net

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BUSINESS MANAGER 101 SCHEDULE - 2016-17

Friday, January 13th, 2017 – Afternoon following VASBO at VSBIT Offices - Berlin

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| 1.0 | 1:00 – 1:45 | Preliminary Budget Collection – (Brad James) |
| 2.0 | 1:45 – 2:15 | Annual Town Reports and Audits – (Brenda) |
| 3.0 | 2:15 – 2:45 | VSBIT- Property & Liability Insurances (Don) |
| 4.0 | 2:45 – 3:30 | Child Nutrition Programs – (Laurie Colgan) |

Friday, February 10th, 2017 – Afternoon following VASBO at VSBIT Offices - Berlin

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| 1.0 | 1:00 – 2:00 | Consolidated Federal Programs (Cassandra Ryan) <ul style="list-style-type: none">• School wide Funding• Monitoring Process• Samples of Time Documentation, Contracts and Expenditure documentation |
| 2.0 | 2:00 – 3:00 | Fund Balance Management, Reserves, Trust Funds (Bob , Robin) |

Wednesday , March 29th, 2017 VSBIT Offices - Berlin

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| 1.0 | 9:00- 9:15 | Introductions |
| 2.0 | 9:15- 12:00 | What it means to comply with FLSA, FMLA, ADA, WC HIPPA, Unemployment and other HR Issues
Pietro Lynn, courtesy of VSBIT |
| 3.0 | 12:00 – 12:30 | lunch |
| 4.0 | 12:30 – 2:00 | Spring Projects: <ul style="list-style-type: none">• Final Budget Collection – Brad James<ul style="list-style-type: none">○ What if your budget has not passed?○ Separate Articles• Cash Flow Calculations and Short Term Borrowing (TAN) – Paul Giuliani |
| 5.0 | 2:00 – 2:45 | Law Book Review – Paul Giuliani |
| 6.0 | 2:45 -3:30 | Brief Introduction to Municipal Finance – VMBB - Robert Giroux |
| 7.0 | 3:30 | Adjournment |

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