



**M.A.R.S and the Abrahams Group  
Presents  
Training to Complete the DESE  
FY21 End of the Year Financial Report**

Learn about and work on completing the  
**Department of Elementary and Secondary Education  
End of the Year Financial Report (EOYR)**

Anyone involved from regional and municipal district's responsible for completing the district's EOYR and especially beneficial for new school business officials

This Training Workshop provides:

- ✓ Step by step instructions for completing the EOYR.
- ✓ Sample reports and documentation that covers entire process
- ✓ Detailed information about each section and requirement
- ✓ Time to work on district's actual EOYR with real-time support and guidance during workshop
- ✓ Scheduled tips by email on generating reports and gathering required information

This Program is presented in two sessions:

**Wednesday, June 2, 2021 Day 1 (1/2 Day) 8:00 am to 12:00 noon (ZOOM)**

Session includes an overview of EOYR, process for completing EOYR and instructions for gathering required information.

**Thursday, September 9, 2021 Day 2 (Full Day) 8:00 am to 4:00 pm (ZOOM)\***

Session includes a detailed review of EOYR, instructions for completing each required section and the district's EOYR

\*This full day session may be held in person (Depending on COVID restrictions at Assabet Valley Regional Technical High School, 215 Fitchburg St., Marlboro, MA

Training Fee per District: \$600 includes a model notebook.

Note: This is a district cost, which includes up to 4 attendees from your district.

Follow this link to Register or for More Information:

[http://www.theabrahamsgroup.com/Courses\\_EOYR.htm](http://www.theabrahamsgroup.com/Courses_EOYR.htm)

For more information, contact Stephen Hemman at [mars.hemman@marsregionals](mailto:mars.hemman@marsregionals) (978-821-2890) or Mark Abrahams at [bettergov@aol.com](mailto:bettergov@aol.com) (617-803-8529)



*The Abrahams Group*

## End of Year Report Training Topics

### Day 1 – Half Day

- ✓ Overview of End of Year Report
- ✓ Review of DESE Chart of Accounts
- ✓ Explain Primary Documents
- ✓ Review End of Year Steps
- ✓ Review Notebook
- ✓ Budget reports
- ✓ Create your own notebook

### Day 2 – Full Day

- ✓ Review outline for doing the End of Year Report
- ✓ DESE Information
- ✓ Explain how to use the Excel End of Year Spreadsheet
- ✓ Review printing
- ✓ Review checking budget sub totals and totals
- ✓ Begin entering Schedule 3
- ✓ Work on entering data into spreadsheet
- ✓ Follow outline for completing End of Year Report
- ✓ What are auditors looking for?
- ✓ Wrap Up

