



## Agenda for Treasurers & Encumbrance Clerks

**October 13, 2020**

Board Room at the Pryor Education Service Center  
55 Oak Street  
Pryor, OK

8:00 – 8:15	Registration	
8:15 – 9:00	Understanding the Oklahoma Funding Formula	Steven Crawford, Crawford Consulting Retired Superintendent/CCOSA Ex. Dir.
9:00 – 9:45	Funding Forecast for FY21	Steven Crawford, Crawford Consulting Retired Superintendent/CCOSA Ex. Dir.
9:45 – 10:00	Break	
10:00 – 11:00	Roles and Responsibilities of Encumbrance Clerks	Jeff Landes, CFO/COO Newcastle Public Schools
11:00 – 11:45	Roles and Responsibilities of School Treasurers	Jeff Landes, CFO/COO Newcastle Public Schools
11:45 – 12:30	<b>Lunch on your own</b>	
12:30 – 1:15	Estimate of Needs/Budgeting	Steven Crawford, Crawford Consulting Retired Superintendent/CCOSA Ex. Dir.
1:15 – 2:15	OCAS - <i>What Do All These Numbers Mean?</i>	Katherine Black, OSDE, Executive Director of Financial Accounting, OCAS/Auditing
2:15 – 2:30	Break	
2:30 – 3:30	Personnel Coding	Heather Young, OSDE Director of School Personnel Records
3:30 – 4:00	Ethics	Billie Jordan, Executive Director, OSAC Retired Superintendent

**\*7 hours** of this program meet the law requirements for Encumbrance Clerk & Treasurer Training as certified by the State Department of Education Hands on training will be on-line using your district data. Please go to your single sign-on and upload your trial data.