



**Agenda for
Treasurers & Encumbrance Clerks
October 21, 2020**

(Class size limited to 20 to allow for social distancing)

Central Technology Center
Creek Room
3 CT Circle
Drumright, OK 74030

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	Lunch on your own	
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 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.