



TREASURER/ ENCUMBRANCE CLERK ACADEMY

FEB. 14, TULSA • FEB 21, OKC • 9 A.M. - 3:30 P.M.

9 a.m..... Welcome

11:50 a.m. – 1 p.m.... Lunch (provided)

9:15 – 10 a.m..... Ethics for Encumbrance Clerks and Treasurers
This session will discuss the ethical responsibilities of the encumbrance clerk and treasurer.

1 – 1:45 p.m..... The Oklahoma Open Records Act and Legal Requirements
This session will focus on state laws regarding the Oklahoma Open Records Act.

10 – 10:10 a.m..... Break

1 – 45-1:55 p.m. Break

10:10 – 10:55 a.m... The Role of the Encumbrance Clerk/Treasurer
This session will cover the statutory requirements of the encumbrance clerk and treasurer.

1:55 – 2:40 p.m..... Federal Paperwork and Policy Requirements for Federal Funding
This session will focus on federal requirements with regard to expenditure of federal program dollars.

10:55 – 11:05 a.m... Break

2:40 – 2:50 p.m..... Break

11:05 – 11:50 a.m.... Accounting Practices
This session will cover general accounting practices and procedures in school finance. This session will include interaction among attendees with regard to best practices.

2:50 – 3:30 p.m..... Lessons Learned
This session will focus on state audits and dos and don'ts regarding financial procedures.

REGISTER ONLINE AT WWW.OSSBA.ORG/TREASURERTULSA OR WWW.OSSBA.ORG/TREASUREROKC

TREASURER/ENCUMBRANCE CLERK ACADEMY

9 a.m. - 3:30 p.m. • Registration opens at 8:30 a.m. • Lunch will be provided

Each attendee must choose one location (we can only guarantee your seat and materials for the registration date you choose):

- Thurs., Feb. 14 • Southern Hills Marriott • 1902 East 71st Street S • Tulsa, OK 74136
- Thurs., Feb. 21 • Waterford Renaissance • 6300 Waterford Blvd. • Oklahoma City, OK 73118

A special Oklahoma City Waterford Renaissance nightly rate is available for attendees of both the Feb. 21 Treasurer/Encumbrance Clerk Academy and the Feb. 22 Minutes Clerk Leadership Academy. Get more details at www.ossba.org/treasurerokc.

The Academy qualifies for 6 continuing education credits for treasurers and encumbrance clerks.

To register online, please visit: www.ossba.org/treasurertulsa or www.ossba.org/treasurerokc

Name of School District: _____

Attendee Name: _____ Title: _____
ONLY ONE NAME PER FORM PLEASE

Attendee Email Address: _____

Registration is \$125 for OSSBA members, \$250 for non-members. Registrations for Tulsa are due by Feb. 7. Registrations for OKC are due by Feb. 14. Notice of cancellation must be received in writing by the registration due date for a refund (less a \$25 cancellation fee). No refunds will be offered after the due date. Registrations after the deadline (including on-site) are \$150 (\$300 for non-members). **Separate registration is required for those who wish to attend the Minutes Clerk Leadership Academy.**

Payment Contact Name: _____

Payment Contact Email Address: _____

Method of Payment: Bill my district Purchase Order Number: _____

To pay by credit card, please contact the OSSBA office at 888.528.3571 or register and pay online through OSSBA's member portal.

OSSBA will make every effort to accommodate persons with special needs. Please submit your request in writing to Lisa Deaton at lisad@ossba.org or fax your request to Lisa at 405.528.5695.

Please mail or fax this form to:

OSSBA • Lisa Deaton
2801 North Lincoln Blvd., Suite 125
Oklahoma City, OK 73105
Fax 405.528.5695

To register online, please visit:

www.ossba.org/treasurertulsa or www.ossba.org/treasurerokc