

Pupil Attendance Accounting Strategies for Business Office Personnel

Workshop Dates & Locations

February 8, 2010

Ventura COE
Conference & Educational Services Center
Salon A
5100 Adolfo Road
Camarillo, CA 93012

February 16, 2010

San Bernardino Co. Supt. of Schools
West End Educational Service Center
8265 Aspen Avenue
Rancho Cucamonga, CA 91730

February 18, 2010

El Dorado COE
6767 Green Valley Road
Placerville, CA 95667

February 24, 2010

Kern Co. Supt. of Schools
Conference Room: US 2
2000 K Street
Bakersfield, CA 93301

March 1, 2010

San Diego COE
Rooms 401-402
6401 Linda Vista Road
San Diego, CA 92111

March 18, 2010

Santa Clara COE
San Jose/East Side Room
1290 Ridder Park Drive
San Jose, CA 95131

Workshop Schedule

8:15 - 9:00 a.m.	Registration, coffee, pastries
9:00 - 12:00 Noon	Workshop
12:00 - 1:00 p.m.	Lunch
1:00 - 4:30 p.m.	Workshop

Workshop Topics

Compliance issues, commonly asked questions and strategies to improve attendance accounting in K-12 school districts will be covered throughout the workshop. Statutory provisions, systems and tools for monitoring compliance will be reviewed in detail for the following key attendance areas:

Monitoring Compliance for Statutory School Days/Instructional Minutes: This portion of the workshop will focus on guidelines for monitoring the statutory school days and annual instructional minute requirements for each school site and grade level.

Strategies to Improve Pupil Attendance: Effective strategies implemented by school district, to improve and maintain actual pupil attendance will be reviewed, including allowable school calendar strategies to increase ADA and associated revenues.

Statutory Provisions for Pupil Attendance Accounting: Statutory provisions related to pupil attendance accounting and record keeping will be the focus of this segment of the workshop. The topic areas will include accounting guidelines for regular elementary and secondary programs, suspensions, field trips, makeup programs, alternative educational programs and hourly programs. There will be a brief update on which programs are Tier III programs and what that means to districts.

Recent audits reported that several local agencies that upgraded their system or implemented a new system did not obtain the required CDE approvals. Guidelines on when and how to obtain CDE approvals for system changes and/or implementation of new state apportionment instructional programs will be reviewed in detail to provide personnel with valuable information to avoid this recent audit finding.

Sample Board Policies/Procedures and Education Codes specific to attendance accounting will be reviewed and are provided in the workshop guidebook, including any new amendments or changes.

Attendance Reporting: An overview of the procedures for completion of the state attendance and class size reduction reports are provided in the guidebook and the presenter will discuss compliance issues related to accurate and compliant attendance reporting. Frequently asked questions regarding class size reduction will be reviewed as well as the opportunity for participants to ask other questions.

Internal Audit Function: With the enactment of Assembly Bill 1115, (the formal process for apportionment-related findings to be repaid), the internal audit function is a must for school districts. Recommendations for implementing procedures to perform internal audit reviews will be reviewed in this segment of the workshop.

Staff Development for Attendance Personnel: Tools to help school districts develop workshops for school site personnel will be presented.

Audit Guide Update: A brief review of the revisions to the SCO audit guide for the current year.

Question and Answer Session: Frequently asked questions will be provided throughout the guidebook and discussed during the presentation. A question and answer session will be conducted at the end of each major topic area as well as at the end of the workshop. Audience participation will be encouraged with the goal of sharing information with fellow colleagues.

Workshop Summary

The workshop is designed to provide valuable information to individuals responsible for district-wide pupil attendance accounting activities. The workshop will focus on monitoring systems and procedures to facilitate compliance with statutory laws pertaining to pupil attendance accounting. Statutory and audit requirements, including new legislation, will be reviewed to help schools avoid audit exceptions. This is especially critical in light of 1) the AB 1115 requirement for automatic repayment of apportionment resulting from certain audit findings or reviews; and 2) the state taking a more active role in the audits of pupil attendance. Help your district avoid costly audit findings and potential repayment of apportionment dollars. Take an active role and attend this very important workshop.

Who Should Attend

The workshop is directed primarily at K-12 schools, but provides valuable attendance accounting information that can be useful to county offices of education and CPA firms. Experienced as well as newly hired individuals involved in pupil attendance accounting are encouraged to attend, including, but not limited to:

- Pupil attendance administrators/coordinators
- District chief financial officers
- District attendance technicians
- County consultants to school districts
- CPAs and audit staff
- Attendance system vendors

About the Presenter

Michele Dodge is an independent consultant and CPA who has worked with numerous districts, both large and small, over the years. She was CBO for Buckeye Union School District and was Manager of Internal Audits for Sacramento City Unified School District. She has also worked extensively with the Fiscal Crisis and Management Assistance Team, serving on many different study teams, providing fiscal advice and training, and performing special investigations and reviews to districts and county offices of education. She was an audit and consulting manager for Gilbert Accountancy, Inc., and has participated in the development of the annual SCO audit guide. She brings broad experience, hands-on skills and knowledge to her presentations.

Registration Form - Attendance Accounting/Business

A separate registration form must be completed for each participant

Name _____
(Please type or print) Last First Initial

Job Title _____

District/Company _____
(Please give full name of District)

Address _____
(Confirmation will be sent to this address) Street City State Zip

Phone (____) _____ Fax (____) _____ E-mail _____
(Required)

Workshop Title Pupil Attendance Accounting Strategies for Business Office Personnel

Workshop Date ____/____/____ Workshop Location (City) _____

CASBO Member # (If Known) _____ Please check here for permanent address change

Have you changed employers within the last 12 months? ____ If yes, where were you employed? _____

Payment Method

Please circle payment type and check payment amount:

Check/Credit Card/Purchase Order: CASBO Member \$95 Non-member \$95

LATE/On-site Registration \$125 CASBO Members (Less than 10 business days

LATE/On-site Registration \$125 Non-member prior to the workshop date)

Check/PO # _____

Please make checks payable to CASBO

We accept Visa, Mastercard, Discover and American Express

Credit Card # _____ Exp. Date ____/____

Name on Card _____ Cardholder Signature _____

How to Register

Online: www.casbo.org – Click on Calendar of Events, then filter by Workshop to register online. Credit card payment or purchase order number is required.

By Fax: (916) 447-8990 or (916) 447-3794 – Complete and fax registration form with a copy of the purchase order or credit card number. Copies of checks will not be accepted as registration.

By Mail: CASBO Professional Development
1001 K Street, 5th Floor
Sacramento, CA 95814

Complete and mail registration form along with check, credit card number or purchase order.

The **registration deadline** for all workshop locations is **10 business days prior to the workshop date**. If your registration is received less than 10 business days prior to the workshop date, the late registration fees will apply. On-site

registration will be accepted on a space-available basis only, at the late/on-site registration fees. Late and on-site registration may result in participants receiving the workshop materials by mail after the workshop. If the workshop at the location you are interested in attending has reached its capacity, you will be given the choice of an alternative location.

Cancellation Policy

Cancellation requests must be in writing. You may fax your cancellation request to (916) 447-8990. A \$45 fee is charged for cancellations requested 10 business days prior to the workshop date. No refunds are given for requests received less than 10 business days prior to the workshop date. CASBO reserves the right to cancel any workshop with fewer than 25 participants in a single location. If the workshop is canceled by CASBO, enrollees will be given the opportunity to attend the workshop in a different location or obtain a full refund.