

School Office Fundamentals – Online Only

Two Parts: Thursday, September 21st & Thursday, September 28th

The role of school office personnel is often filled with complex tasks, high stress and little time. This workshop addresses many of the business-related tasks unique to campus-level accounting. Although designed for campus support staff and bookkeepers, this training is relevant for district office employees who need a greater understanding of best practices and essential school accounting principles.

Topics include account codes, activity funds, budget monitoring and amendment, cash management and petty cash, purchasing, records management and retention, and customer service.

Online Participation Via Zoom Platform (Instructions sent prior to event start)

Part 1: September 21st 12:00 PM - 3:00 PM | **Part 2:** September 28th 12:00PM- 3:00 PM

FEE: \$235 Member | \$285 Non-Member

PRESENTER: Julie Novak, RTSBA, Chief Financial Officer, Fort Sam Houston ISD

PREREQUISITE: None

CEU/CPE Hours: 6/7

Cancellation Policy: Cancellations are only accepted in writing. Cancellations received seven (7) working days before the event are cancelled in full, those received one (1) to six (6) working days before the event are cancelled at 50 percent, and cancellations are not accepted the day of or after the event. If you do not cancel and/or do not attend, you are still responsible for payment. If TASBO cancels an event, you will be refunded in full.

With questions regarding registration, payments, or changes, please email register@tasbo.org.

Register online at [TASBO.org](https://tasbo.org) or return completed form by:

Mail: 5920 W. William Cannon;
Bldg 1, Suite 200, Austin, Texas 78749

Fax: 512.462.1782

Email: register@tasbo.org (DO NOT email CC info)

Please PRINT clearly.

Name: _____ Title: _____

District/Employer (*do not abbreviate*): _____

Contact Phone: _____ Email: _____

Payment Method: PO _____ Check Enclosed Credit Card

Cardholder Name: _____ Daytime Phone: _____

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