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2024 Business Manager Fundamentals

Business Managers Fundamentals is designed for those business managers who have been in their position for less than two years. This year’s agenda includes introductory sessions on the following topics:

- Texas school business terminology
- reporting deadlines
- account codes
- budgeting
- purchasing
- federal programs

The workshop will end with an overview of how it all comes together when preparing for the annual financial audit and monitoring federal (MOE) and state spending requirements. **CEU 6/CPE 7**

Wednesday, July 17, 2024
8:45 AM to 4:40 PM

Sheraton McKinney Hotel
1900 Gateway Blvd, McKinney, TX 75070

FEE: \$235 Member | \$285 Non-Member
PREREQUISITE: None

LUNCH: Provided by TASBO
CEU/CPE Hours: 6/7

BOOK YOUR HOTEL: [Book your sleeping room online](#) at the TASBO room rate of \$129 King/\$139 Double. Block closes June 21 or when sold out. Self-parking is complimentary.

CONDITIONS: Satisfactory meeting room temperatures are difficult to maintain. Always bring a sweater or jacket to ensure comfort. Business casual attire is acceptable.

ABOUT TASBO EVENTS: Seating is limited, so register early. If you or (someone attending with you) need ADA assistance to participate, please call us at 512-462-1711.

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.

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

Mail: 5920 W. William Cannon, Building 1,
Suite 200, Austin, TX 78749

Fax: 512.462.1782

Email: register@tasbo.org (**DO NOT** email credit card info. Contact us for payment)

Please PRINT clearly.

Name: _____ Title: _____

District/Employer _____

Contact _____ Email: _____
Phone: _____

Payment Method: PO _____ Check Enclosed Credit Card