

WE BUILT IT . . . THE MONEY AND MUSCLE OF FACILITIES MAINTENANCE AND NAVIGATING THE NEW OPSC AUDITS WORKSHOP



WORKSHOP DATES, LOCATIONS, AND TIMES

March 15, 2010 – Costa Mesa (Orange CDE)

March 17, 2010 – Woodland (Yolo COE)

March 18, 2010 – Fresno (Fresno COE)

Registration: 7:45 a.m.

Program: 8:30 a.m. Adjourns: 12:30 p.m.

ABOUT THE WORKSHOP

Tracking facility projects funded through a local bond, state school funding, deferred maintenance, capital facilities, or, as a last resort, general funds, is often met with challenges. This particularly has been true over the past year with the cash flow issues at the state level. The key to a successful project in part starts with proper budgeting and accounting practices for school construction. It is critical to have both the knowledge of the different program funding sources and accurate information from the financial system in order to plan projects and make management decisions regarding expenditures.

In recent months, the Office of Public School Construction (OPSC) has changed its auditing process. This workshop will provide details on the new audit approach in order to assist districts in understanding the changes and give advice on addressing the internal changes needed to meet the goals of the new audit process.

This workshop also concentrates on budgeting and accounting practices for construction projects, which will provide the appropriate information to meet state and federal reporting requirements. The presenters will provide detailed information on how to develop systems that will meet all of your needs and sample reports to meet the needs of multiple stakeholders.

Are you able to obtain the appropriate information from your financial system with ease to meet the reporting guidelines, report out to oversight committees, pass an OPSC audit, and make management decisions without guessing? This workshop will cover these topics and more.

WORKSHOP TOPICS

- Proposition 1D
- Facility bonds
- *Williams* settlement
- State facility programs
- Deferred maintenance fund
- Routine Restricted Maintenance Account
- Efficient use of maintenance funds
- OPSC audit process changes
- Project record files and documentation
- Accounting and budgeting systems
 - ▲ Demonstration of sample reports
 - ▲ Account coding
 - ▲ Reporting tips

THE PRESENTERS

Maureen Evans

Associate Vice President

Michele A. Huntoon, CPA

Associate Vice President

Lettie Boggs

Consultant to School Services of California, Inc.

REGISTRATION

Online through our website: www.sscal.com, click on "Workshops & Registration"

Fax completed registration form (including P.O. or credit card number) to 916-313-3298

Mail completed registration form to Marilyn MacCrakin, School Services of California, Inc., 1121 L Street, Suite 1060, Sacramento, California 95814



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 To confirm registration, please send an e-mail to: marilyn@sscal.com.

District/Organization:			Contact Person:		
Address:		City:	Zip:	Contact's Phone Number: Extension:	
Home Phone Number:		Fax Number:		Contact's E-mail Address (if available)	

Attendee #1 Name:	Select Location			Attendee #3 Name:	Select Location		
Attendee #1 E-mail Address:	Costa Mesa	Woodland	Fresno	Attendee #3 E-mail Address:	Costa Mesa	Woodland	Fresno
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendee #2 Name:	Select Location			Attendee #4 Name:	Select Location		
Attendee #2 E-mail Address:	Costa Mesa	Woodland	Fresno	Attendee #4 E-mail Address:	Costa Mesa	Woodland	Fresno
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REGISTRATION	CLIENT FEE	NONCLIENT FEE
<p>Online go to our website www.sscal.com click on "Workshops & Registration"</p> <p>Fax completed registration form to 916.313.3298 (including PO or credit card number)</p> <p>Mail completed registration form to Marilyn MacCrakin, School Services of California, Inc., 1121 L Street, Suite 1060, Sacramento, CA 95814</p> <p>Fee: Client—\$175 per attendee ■ Nonclient—\$235 per attendee</p>	<p>_____ Attendees @ \$175 = \$ _____</p> <p>TOTAL: \$ _____</p>	<p>_____ Attendees @ \$235 = \$ _____</p> <p>TOTAL: \$ _____</p>

<p style="text-align: center;">PAYMENT OPTIONS</p> <p>(Note: Registration <i>will not be accepted</i> without a method of payment indicated.)</p> <p><input type="checkbox"/> Check enclosed. Make checks payable to School Services of California, Inc. Check # _____</p> <p><input type="checkbox"/> Credit card authorization—MasterCard® or Visa® only. Card holder name: _____ Account #: _____ Exp. Date: _____</p> <p><input type="checkbox"/> Purchase order #: _____ (A fax copy of the purchase order is an acceptable form of payment.)</p>	<p>If you are prepaying by check, please mail with a copy of the registration form to:</p> <p>School Services of California, Inc. File No. 730382 PO Box 60000 San Francisco, California 94160-3038</p> <p>Note: For faster processing, please also fax your registration form with a copy of the check.</p>	<p>If you are paying with a credit card or have a purchase order, please fax the registration form to (916) 313-3298 or mail it to:</p> <p>Marilyn MacCrakin, Event Planner School Services of California, Inc. 1121 L Street, Suite 1060 Sacramento, California 95814</p>
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Please Note: All cancellations received up to three weeks prior to your scheduled workshop will be charged a cancellation fee of \$45 per person; however, if you are a client and order the materials for \$65 (\$95 for nonclients), the fee will be waived. Cancellations received after 5:00 p.m. the Friday before the workshop will be charged the full workshop fee. If you have a cancellation, please e-mail marilyn@sscal.com, and you will be given a cancellation number. This number should be retained for your records. Please call Marilyn MacCrakin at (916) 446-7517 or send an e-mail to: marilyn@sscal.com if you have any questions.