



# Construction Basics and Accounting

## About the Workshop

The passage of Proposition 51 provided much-needed funding for new construction and modernization projects, but, only three years later, the funds have all been exhausted. The 2019–20 Legislative cycle, however, provided some light at the end of the tunnel with the authorization of a new \$15 billion facilities bond for the March 2020 ballot, as well as additional funding for kindergarten facilities. This workshop will provide school agencies with updates on the latest happenings in the state capitol as it relates to facilities funding, as well as an overview of the timelines and approvals necessary for the construction and/or modernization of a school facility, and step-by-step details on the basics of school construction accounting.

If you are new to school construction; new to the responsibilities of school construction accounting; or if your district passed a bond, plans to issue a new bond series, or anticipates receiving state funding for school facilities, you need the basics in order to get started on the right foot. It is critical that school agencies understand the nuts and bolts of school construction and funding before they embark on these facilities projects.

## Workshop Topics

- ◇ Legislative updates
- ◇ Project planning, development, and approvals
- ◇ Project organization and filing systems
- ◇ Construction programs and capital facilities funds, including state bond funds, the Full-Day Kindergarten Facilities Grant Program, developer fees, and the Local Control Funding Formula/Local Control and Accountability Plan
- ◇ School Facility Program requirements—grant agreements and audits
- ◇ Accounting system set up and proper invoice coding
- ◇ Budget development and monitoring
- ◇ Project closeout

## Who Should Attend?

This workshop can be of benefit to employees new to construction of school facilities—including accounting staff, and facilities and fiscal managers—as well as those who may just need a refresher on the many aspects of school construction from start to finish.

## Presented by

**Debbie Fry**, Associate Vice President  
**Brianna García**, Director, Management  
Consulting Services

## Dates, Locations, and Times

**February 19, 2020**

Madera County Office of Education

**February 25, 2020**

Yolo County Office of Education

**February 26, 2020**

Corona-Norco Unified School District

### Registration:

8:30 a.m.

### Workshop Times:

9:00 a.m. to 12:00 p.m.

### Client Workshop Fee:

\$275 per attendee

### Nonclient Workshop Fee:

\$550 per attendee

## Workshop Registration

**Online** through our website at  
[www.sscal.com/workshops](http://www.sscal.com/workshops)

**Email** a completed registration form  
(including purchase order or credit card) to  
[michelleb@sscal.com](mailto:michelleb@sscal.com)

**Fax** a completed registration form to  
(916) 245-3645

**Mail** a completed registration form to  
Michelle Berge, Event Coordinator  
School Services of California Inc.  
1121 L Street, Suite 1060  
Sacramento, CA 95814

**To bring this workshop to your agency or county  
office, please contact Sheila G. Vickers at  
(916) 446-7517 or [sheilav@sscal.com](mailto:sheilav@sscal.com).**



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## SCHEDULED LOCATIONS, DATES, AND TIMES:

February 19, 2020—Madera County Office of Education ■ February 25, 2020—Yolo County Office of Education  
 February 26, 2020—Corona-Norco Unified School District  
 Registration: 8:30 a.m. ■ Program Begins: 9:00 a.m. ■ Adjourns: 12:00 p.m.  
 To confirm registration, please send an email to: michelleb@sscal.com

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|------------------------|-------------|-----------------|--------------------------|
| District/Organization: |             | Contact Person: |                          |
| Address:               | City:       | Zip:            | Extension:               |
| Phone Number:          | Fax Number: |                 | Contact's Email Address: |

|                                       |                                    |                                  |  |                                       |                                    |                                  |  |
|---------------------------------------|------------------------------------|----------------------------------|--|---------------------------------------|------------------------------------|----------------------------------|--|
| Attendee #1 Name (required):          | Select Location                    |                                  |  | Attendee #3 Name (required):          | Select Location                    |                                  |  |
| Attendee #1 Email Address (required): | Madera<br><input type="checkbox"/> | Yolo<br><input type="checkbox"/> | Corona-Norco<br><input type="checkbox"/> | Attendee #3 Email Address (required): | Madera<br><input type="checkbox"/> | Yolo<br><input type="checkbox"/> | Corona-Norco<br><input type="checkbox"/> |
| Attendee #2 Name (required):          | Select Location                    |                                  |  | Attendee #4 Name (required):          | Select Location                    |                                  |  |
| Attendee #2 Email Address (required): | Madera<br><input type="checkbox"/> | Yolo<br><input type="checkbox"/> | Corona-Norco<br><input type="checkbox"/> | Attendee #4 Email Address (required): | Madera<br><input type="checkbox"/> | Yolo<br><input type="checkbox"/> | Corona-Norco<br><input type="checkbox"/> |

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| <b>REGISTRATION</b>  | <b>CLIENT FEE</b>  | <b>NONCLIENT FEE</b>   |
| <p><b>Online</b> through our website at <a href="http://www.sscal.com/workshops">www.sscal.com/workshops</a></p> <p><b>Fax</b> completed registration form (including P.O. or credit card number) to (916) 245-3645</p> <p><b>Email</b> completed registration form to <a href="mailto:michelleb@sscal.com">michelleb@sscal.com</a></p> <p><b>Mail</b> completed registration form to Michelle Berge, Event Coordinator<br/>         School Services of California Inc., 1121 L Street, Suite 1060, Sacramento, CA 95814</p> | <p>_____ Attendee(s) @ \$275</p> <p><b>TOTAL: \$</b> _____</p> | <p>_____ Attendee(s) @ \$550</p> <p><b>TOTAL: \$</b> _____</p> |

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| <p style="text-align: center;"><b>PAYMENT OPTIONS</b></p> <p>(Note: Registration will not be accepted without a method of payment indicated.)</p> <p><input type="checkbox"/> Check enclosed. Make checks payable to School Services of California Inc.<br/>Check # _____</p> <p><input type="checkbox"/> Credit card authorization—MasterCard® or Visa® only.<br/>Cardholder name: _____<br/>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 style="text-align: center;"><b>CHECK PAYMENT</b></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.<br/>P.O. Box 516613<br/>Los Angeles, CA 90051-0599</p> <p><b>Note: For faster processing, please also email or fax your registration form with a copy of the check.</b></p> | <p style="text-align: center;"><b>PURCHASE ORDER/CREDIT CARD PAYMENT</b></p> <p>If you are paying with a credit card or have a purchase order, please fax the registration form to (916) 245-3645 or email it to <a href="mailto:michelleb@sscal.com">michelleb@sscal.com</a></p> <p>Or send by mail to:</p> <p>Michelle Berge, Event Coordinator<br/>School Services of California Inc.<br/>1121 L Street, Suite 1060<br/>Sacramento, CA 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 \$115 per person (\$230 for nonclients); however, if you are a client and order the materials for \$115 (\$230 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 email [michelleb@sscal.com](mailto:michelleb@sscal.com) and you will be given a cancellation number. This number should be retained for your records. Please call Michelle Berge at (916) 446-7517 or send an email to [michelleb@sscal.com](mailto:michelleb@sscal.com) if you have any questions.