



# Year-end Closing

## Who Should Attend

This workshop is designed for newcomers to school business, accounting directors or business managers going through the closing process for the first or second time, or those individuals who would like a refresher course on the all-encompassing year-end closing process.

## About the Presenter

**Dusty Ferguson** is a Principal with Vavrinek, Trine, Day & Co., LLP. As a member of VTD's School Business Services Division, Dusty provides technical assistance to K-12 school districts, county offices, community colleges and charter schools throughout California. She is a regular presenter at CASBO's annual conference as an Eastern Section Accounting R & D Committee member. In addition to the past eight years with VTD, Dusty's professional experience includes various positions in both internal accounting and external business services with the Riverside County Office of Education and as the Accountant for Rialto Unified School District. Year-end closing is a favorite topic for Dusty; she loves the "hands on" stuff!

## Workshop Topics

This workshop is designed to cover both the basics and detailed aspects of the year-end closing process and will include:

- Why, What, When, How and Who of Year-end Closing
- Developing a year-end closing schedule
- Accruals – clearing prior year & setting current year
- Calculating your state aid accrual & reconciling last year's accrual
- \*Categoricals – completing the CAT form
- Completing the Unaudited Actuals SACS forms required by the state, including supplemental forms
- Discussion of your indirect cost rate – what the state is looking for
- Special Education – Maintenance of Effort
- Recording the components of your ending fund balance
- Other Funds – special considerations to remember
- The GASBs (34 & 45) – What's It Mean to Me?
- Upcoming changes for 2007/08 – What We Know Now

## Workshop Schedule

8:00 - 9:00 a.m.	Registration, coffee, pastries
9:00 - 12:00 p.m.	Workshop
12:00 - 1:00 p.m.	Lunch
1:00 - 3:30 p.m.	Workshop

## Hotel Information

Upon arrival at the hotel, check the function board for the name of the meeting room assigned to CASBO. Each attendee is required to sign in with the registrar and will receive a registration packet. If pre-registered attendees are not signed in by 9:00 a.m. their seats may be given away to on-site registrants. CASBO does not offer room blocks for this workshop. If you require hotel accommodations, you must contact the hotel directly to make reservations.



CASBO workshop hours may be used to meet the CBO certification renewal requirements and the CBO certification application Section IV requirements.

## Workshop Dates and Locations

### May 15, 2007

Radisson Hotel  
2233 Ventura Street  
Fresno, CA 93721  
(559) 268-1000

### May 17, 2007

Marriott Hotel  
2200 E. Holt Blvd.  
Ontario, CA 91766  
(909) 975-5000

### May 22, 2007

Marriott Hotel  
2700 Mission  
College Blvd.  
Santa Clara, CA 95054  
(408) 988-1500

### May 31, 2007

Hilton Hotel  
2200 Harvard Street  
Sacramento, CA 95815  
(916) 922-4700

## Registration Fees

The registration fee for members of CASBO is **\$195**. Registration for non-members is **\$210**. Late registration and on-site registration will be accepted on a space available basis only at a fee of **\$235**.

## Institutional Membership

If your district is an institutional member of CASBO, all individuals attending the workshop are entitled to the CASBO membership rate. If your district is not an institutional member and would like to enroll, please call the CASBO office at (916) 447-3783 for an application.

## Cancellation Policy

Cancellation requests must be in writing. You may fax in your cancellation request to (916) 447-8990 or mail it in to the CASBO office. A \$45 fee is charged for cancellations requested 10 business days or more in advance of the workshop date. **No refunds are given for requests received less than 10 business days before 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.

# Registration Form - Year-end Closing

## Register online today at [www.casbo.org](http://www.casbo.org)

Purchase Order numbers now accepted online

*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 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 \$195  Non-member \$210  
 LATE Registration \$235 (Less than 10 business days of 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](http://www.casbo.org) – Log in, then click Workshops & Conferences to register online. Online registration now accepts Purchase Order numbers. Credit card payment or Purchase Order number is required for online registration.

**By Fax:** (916) 447-8990 or (916) 447-3794 – Complete and fax registration form along 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  
700 N. 10th Street, Suite 100  
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 in advance of the workshop date**. If your registration is received less than 10 business days of the workshop, the late registration fee of **\$235** will apply. On-site registration will be accepted on a space available basis only, at a fee of **\$235**. Late and on-site registration may result in participants receiving the workshop materials in the mail after the workshop is over. 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. We recommend you register early.