

From: Francie Heim [<mailto:fheim@edcoe.org>]
Sent: Friday, October 12, 2007 10:39 AM

I am resending our last letter so you have it handy as a reference.
But for those of you preparing for next weekend, here is a recap.
Quick summary

- a) Submit your variance report electronically to Francie
- b) Bring 3 copies of your UFB (the 4th copy is for your mentor).
- c) Submit your goals to Bill Mcguire (email)
- d) talk to your mentor about your assignments and mentor topics

Detail below (also included in the letter)

Mentor Discussion topic
October topics

Has your audit started? Who is the auditor? Talk to your mentor about the role of the auditor and what attributes they feel are important in the selection of an auditor. Bring a copy of your audit report (2005-06 audit) to this session and discuss with your mentor the findings and recommendations.

What are the most pressing issues for your district relative to facilities? What are the barriers to your construction program? Talk to your mentor about what they view as the most critical role of a CBO relative to facilities?

November topics

What is the workers compensation rate and modification factor for your district?

What is your annual premium?

How is your district's property and liability insurance provided?

What is the annual premium?

How does your district determine the number of students for the coming year? Who is responsible for making that determination? What is the district process for enrollment projections for staffing?

ASSIGNMENTS:

1. Prepare a board summary report of your district prior year actuals. This report should include:
 - Spreadsheet summary of variances from last information told to board and final information at year end with narrative explaining the variances
 - Documents to look for:
 - 2007-08 Budget to board - find 2006-07 estimated actuals from this document
 - 2006-07 Actuals (September 15, 2007 document)

If you do not have a district, request your mentor's assistance in finding a suitable district for analysis. Finished assignment due - October 19, 2007 to submit electronically to instructors.

End of year variance analysis due to your mentor by September 30 for mentor review and input. The variance analysis will include a narrative and a summary financial document. The template for the financial report will be provided (will send at later date). Mentor review should be done and rewrites finalized by the October meeting. Mentors are asked to pay particular attention to the narrative and provide input that makes the document "board package ready." Your rewritten assignment is due at the October meeting.

2. User Friendly BUDGET. Bill handed out the User Friendly Budget CD . Your job is to complete the User Friendly Budget.

Complete all sections of UFB 6.2 for the District/COE of your choice. Review and discuss with your mentor prior to October 12, 2007. Assignment due October 19, 2007.

Be prepared to report out in TWO minutes and two minutes only what you learned about budgeting in CA using UFB during dinner on October 19, 2007. Print 4 copies of your UFB for your mentor, Francie, Bill Gillaspie, Bill McGuire.

3. Email to Bill McGuire your written goals and action plan as was discussed Saturday morning.