

**Our Vision:**

OASBO and its members are the leading experts in school finance and business operations, resulting in efficient and effective schools.

**Our Mission:**

An association of Ohio school business officials empowering members by providing advocacy, collaboration, and innovative education

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**Ohio Association of School Business Officials  
Official Curriculum Syllabus**

**Course Number:**

EBF 101

**Course Title:**

Essentials of Budgeting & Forecasting

**Course Description:**

The Essentials of Budgeting & Forecasting course is a 2-day course for those seeking their treasurer's license or those currently licensed treasurers/CFOs wanting a refresher in Budgeting and Forecasting. The course will provide comprehensive content in the following areas: Budget Development; Revenue & Expenditure Cash Flow; Forecasting and Forecasting Assumptions and Content on the ASBO International's Meritorious Budget Award Program.

**Knowledge:**

The participants will acquire knowledge in:

1. Understanding the basics of tax levy history (1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 4.1, 4.2, 4.3, 5.3)
2. Understanding the basics of HB 920 (1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 4.1, 4.2, 4.3, 5.3)
3. Understanding the basics of all types of tax levies (1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 4.1, 4.2, 4.3, 5.3)
4. Understanding election dates and deadlines (1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 4.1, 4.2, 4.3, 5.3)
5. Understanding tax rates and reductions factors (1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 4.1, 4.2, 4.3, 5.3)
6. Understanding the tax reductions factor's effect on various levies (1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 4.1, 4.2, 4.3, 5.3)
7. Understanding the tax reduction factor "floor" (1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 4.1, 4.2, 4.3, 5.3)

8. Understanding Income Tax revenue projections (1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 4.1, 4.2, 4.3, 5.3)
9. Being able to use sales ratio data and real property abstracts in forecasting property values (1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 4.1, 4.2, 4.3, 5.3)
10. Understanding Appropriations and Expenditures and the difference between them (1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 4.1, 4.2, 4.3, 5.3)
11. Understanding of basic terminology, the process, the legal compliance, the district philosophies and policies concerning the Appropriation/Budget process (1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 3.4)
12. Budget models, their differences and similarities (1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 3.4)
13. Budget cycles and important timelines (1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 3.4)
14. Understanding the required Tax Budget through the county auditors' office and its format and importance (1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 3.4)
15. The management of, modeling and planning process of revenues and expenditures for budgeting/appropriation purposes (1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 3.4)
16. Understanding the basic knowledge of the Ohio Revised Code sections associated with the budget/appropriation process (2.1, 2.2, 2.3, 2.4)
17. Understanding the importance of developing a cash flow procedure (2.1, 2.2, 2.3, 2.4)
18. Understanding the Five-Year Forecast and the Ohio Revised Code requirement (2.1, 2.2, 2.3, 2.4)
19. Understanding the basics of Local Property Tax revenue projections (2.1, 2.2, 2.3, 2.4)
20. Understanding the basics of State Funding revenue projections (2.1, 2.2, 2.3, 2.4)
21. Understanding the importance of salary and wage projections (2.1, 2.2, 2.3, 2.4)
22. Understanding the importance of insurance and retirement benefit projections (2.1, 2.2, 2.3, 2.4)
23. Understanding the use of analytics when supporting the forecasted numbers (2.1, 2.2, 2.3, 2.4)
24. Understanding the importance of sound and detailed assumptions that support the forecasted numbers (2.1, 2.2, 2.3, 2.4)
25. Understanding of ASBO's Meritorious Budget Award (1.4, 1.5, 1.6, 2.1, 2.3, 4.1, 4.2, 4.3)

**Suggested Text and/or References:**

Ohio Association of School Business Officials *Essentials of Budgeting & Forecasting*, (2018).  
Columbus: Hopkins Printing Company

**Evaluation of Students:**

Analysis of school district policies, procedures; examinations, papers, power point presentations

**Presenters:**

Several school business officials and content experts associated with the development of the curriculum will present under the direction of James Rowan, Executive Director, OASBO.