

**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

---

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

**Course Number:**

EFM&A 101

**Course Title:**

Essentials of Financial Management & Administration

**Course Description:**

The Essentials of Financial Management and Administration seminar is a 2-day course in financial management and administration for those seeking their treasurer's license, assistant treasurers, other finance office staff, or those currently licensed treasurers/CFOs wanting a refresher. The course will provide comprehensive content in the following areas: History & Evolution of School Districts; Roles and Relationships; School Law; Board and Negotiations; Fund Accounting; USAS Coding; Student Activities and Booster Groups; Purchasing; Proper Purpose; Credit Cards and Investments.

**Knowledge:**

The participant will acquire knowledge in:

1. The history and formation of school districts, boards of education, and the formation and evolution of the CFO/treasurer position (1.1, 1.4, 4.1, 4.2, 4.3, 5.2, 5.3, 5.4, 5.5)
2. The role, responsibilities and relationships of the CFO/treasurer, and of the departments/functions within the office (1.1, 1.4, 4.1, 4.2, 4.3, 5.2, 5.3, 5.4, 5.5)
3. The requirements of treasurer licensure, including education, field experience, required continuing education towards renewal and other necessary professional development (1.1, 1.4, 4.1, 4.2, 4.3, 5.2, 5.3, 5.4, 5.5)
4. CFO/Treasurer employment terms and negotiating your contract (1.1, 1.4, 4.1, 4.2, 4.3, 5.2, 5.3, 5.4, 5.5)
5. The Ohio Department of Education's professional standards for treasurers (1.1, 1.4, 4.1, 4.2, 4.3, 5.2, 5.3, 5.4, 5.5)

6. Where to get help (1.1, 1.4, 4.1, 4.2, 4.3, 5.2, 5.3, 5.4, 5.5)
7. The CFO/Treasurer's role and responsibilities in negotiations (1.2, 2.4, 5.3)
8. The identification of sources of authority, which laws apply, and major legal issues. (1.2, 2.4, 5.3)
9. Public Records and Open Meetings. (1.2, 2.4, 5.3)
10. The process for development of Board Policy/Guidelines. (1.2, 2.4, 5.3)
11. Sovereign immunity, indemnification. (1.2, 2.4, 5.3)
12. The various methods to negotiate, review and execute contracts with vendors. (1.2, 2.4, 5.3)
13. Fund accounting, and its application in Ohio school districts. (2.2)
14. Evolution of the school district accounting system. (2.2)
15. Purpose/proper usage of each type of code and related reporting. (2.2)
16. The relevance of fund accounting to financial reporting and the impact of coding decisions. (2.2)
17. Policies and procedures for the administration and oversight of student activity programs. (1.2, 1.4, 5.3)
18. Operating within the legal authority for such policy. (1.2, 1.4, 5.3)
19. The concept of proper public purpose. (1.2, 1.4, 5.3)
20. Managing and assisting key individuals in operating their student activity funds. (1.2, 1.4, 5.3)
21. The budget process and purpose statements. (1.2, 1.4, 5.3)
22. The do's and don'ts of fundraising. (1.2, 1.4, 5.3)
23. All facets of internal controls, including the accounting system, purchasing, cash controls, and auditing. (1.2, 1.4, 5.3)
24. Managing relationships with outside support groups. (1.2, 1.4, 5.3)
25. Purchasing authority and policies for purchasing goods and services. (1.2, 1.4, 5.3)
26. Best practices in purchasing procedures. (1.2, 1.4, 5.3)
27. Understand the process for, components of, and management of voucher packets. (1.2, 1.4, 5.3)
28. Effective methods for implementing controls. (1.2, 1.4, 5.3)
29. Liability & proper public purpose for the expenditure of public funds. (1.2, 1.4, 5.3)
30. How to detect and prevent fraud. (1.2, 1.4, 5.3)
31. The importance of an investment policy statement. (1.2, 1.4, 1.5, 2.2, 4.1, 5.1, 5.3)
32. The three main investment objectives. (1.2, 1.4, 1.5, 2.2, 4.1, 5.1, 5.3)
33. The importance of cash flow and economic analysis. (1.2, 1.4, 1.5, 2.2, 4.1, 5.1, 5.3)
34. Eligible investments. (1.2, 1.4, 1.5, 2.2, 4.1, 5.1, 5.3)
35. Cash flows and markets before making investment decisions. (1.2, 1.4, 1.5, 2.2, 4.1, 5.1, 5.3)
36. Investment provider types and their roles. (1.2, 1.4, 1.5, 2.2, 4.1, 5.1, 5.3)
37. Performing due diligence on investment providers. (1.2, 1.4, 1.5, 2.2, 4.1, 5.1, 5.3)

**Suggested Text and/or References:**

Ohio Association of School Business Officials *Essentials of Financial Management & Administration* (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.