

Administrative Memo

Date: February 11, 2013
To: School Administrators, Bookkeepers, Federal Sub Grantees/Recipients, and Finance Staff
From: Ron Lankford, Deputy Commissioner
Subject: FAS-13-003, Bookkeeper Training 101

The Division of Financial and Administrative Services, within the Department of Elementary and Secondary Education, will provide Bookkeeper Training 101 on March 14-15, 2013 at Capitol Plaza Hotel and Convention Center in Jefferson City.

This workshop will provide a general overview of federal requirements and assist attendees in the proper fiscal accountability for federal/state funds as prescribed by law. In addition to the general or cross-cutting requirements, breakout sessions will address fiscal requirements of specific grant programs.

This is a new training opportunity designed for LEA/sub grantee staff responsible for management of financial records and reporting of expenditures. With the limited space available, participation is restricted to two bookkeepers per LEA. **The registration deadline is February 28, 2013.**

In our effort to **GO GREEN**, we will be providing all attendees with access to electronic versions of the PowerPoint presentations and resources through our website. Prior to the conference, attendees will receive an email with instructions for accessing and downloading the materials.

Additional information and the registration form are available at <http://dese.mo.gov/fas/documents/fas-2013BookkeeperTraining101.pdf>.