

## Administrative Memo

**Date:** January 7, 2014

**To:** School Administrators, Bookkeepers, Federal Sub Grantees/Recipients,  
and Finance Staff

**From:** Ron Lankford, Deputy Commissioner

**Subject:** FAS-14-001, New Bookkeeper Training Spring 2014

The Division of Financial and Administrative Services, within the Department of Elementary and Secondary Education, will provide New Bookkeeper Training on March 20, 2014 at the Holiday Inn Executive Center in Columbia.

The conference, designed for new bookkeeping staff responsible for the management of financial records and reporting of expenditures, will provide a general overview of federal requirements and assist attendees in the proper fiscal accountability for federal and state funds as prescribed by law. In addition to the general requirements, breakout sessions will address fiscal requirements of specific grant programs. The material presented at the 2014 New Bookkeeper Training will be very similar to the information presented at the 2013 Bookkeeper Training.

The conference brochure, “Agenda at a Glance”, and registration forms are now available at: <http://dese.mo.gov/fas/BookkeeperTraining101.html>. **The registration deadline is February 20, 2014.**

In our effort to **GO GREEN**, we will be providing electronic versions of all PowerPoint presentations through our website listed above prior to the conference.