

OVERVIEW

\$75/PERSON

THURSDAY, AUGUST 23,
2018

8:30AM REGISTRATION/
LIGHT BREAKFAST

9:00AM WELCOME

9:30AM SESSION #1

10:30AM SESSION #2

11:30AM LUNCH

12:40PM SESSION #3

1:40PM SESSION #4

2:40PM SESSION #5

3:20PM DOOR
PRIZES/WRAP-UP

SITE LOCATION
(GOOGLE MAPS)

NEARBY HOTEL:
AMERICINN, WEST SALEM
(0.7 MILES)



IN PARTNERSHIP WITH
Wisconsin Association of
School Business Officials

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WEST SALEM, WI

2018 WEST CENTRAL BUSINESS OFFICE PROFESSIONALS CONFERENCE

THURSDAY, AUGUST 23,
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SESSION #1 9:30AM-10:20AM

CHOICE A: WISESTAFF

The WISEstaff session will be an overview to school district personnel responsible for the set-up and management of WISEid for staff members and WISEdata. The 2018-19 WISEstaff collection will open in September. Come join other districts in the area as we walk through Secure Home, ASM, WISEid and WISEstaff.

CHOICE B: FINANCIAL AUDITS

Why do we need an audit every year? What documents should I have prepared before the auditors arrive? What's an internal control? What are auditor "red flags"? This session will talk about answers to all of these questions and more...more than you ever wanted to know about your fiscal audit!

SESSION #2 10:30AM-11:20AM

CHOICE A: WISEGRANTS

This session will provide participants with an overview of the WISEgrants federal grants management platform with information on the budget, claiming, and reporting functionality within the system. The presentation will include frequently-asked questions and useful technical assistance on new and existing features and will cover program-specific news and updates that relate to federal grants management in WISEgrants.

CHOICE B: WORKERS COMP

This session will focus on the leaves available to employees under FMLA, ADA, worker's compensation, and district policies. The session will outline and highlight the interplay and overlap of the different leaves and how management personnel should respond to requests for leaves of absence in different situations.

SESSION #3 12:40PM-1:30PM

CHOICE A: WRS

It is very important for employers to make sure employee information reported to the Wisconsin Retirement System (WRS) is accurate and up to date. Not only will it keep employers from having extra work in adjustments and corrections, but it will ensure a smooth Annual Reconciliation. In this session, you will learn the different tools available to assist you throughout the year and through the Annual Reconciliation process.

CHOICE B: WUFAR SESSION

All LEAs in Wisconsin, including independent charter schools, must submit financial reports and grant budgets and claims to DPI using the Department's established account coding system. This section will progress from the basics of the Wisconsin Uniform Financial Accounting Requirements (WUFAR) into more in-depth practical scenarios around WUFAR as utilized within WISEgrants and other federal grant reporting. Business office staff will learn what pieces matter to the program area and how having this knowledge, along with communication between the program and business office, will improve the LEA's management of federal funds.

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SEEING YOU!

SESSION #4 1:40PM-2:30PM

CHOICE A: ESSA REPORTING

LEAs will be required to report per-pupil expenditures, including actual personnel and non-personnel expenditures, for each school and each LEA. The per-pupil expenditures will be disaggregated by two fund sources: Federal and a combined State and Local. This session will provide additional details related to this new 2018-19 school-level reporting requirement and an opportunity for participants to provide feedback regarding the reporting of these expenditures.

CHOICE B: WEB TOOLS & TIPS

This session will focus on web tools that make you more organized and efficient at your job. Vetting all the thousands of business apps that are now available can be time-consuming, and training yourself can be difficult as well. It is our goal to show tools that are practical for school business offices and give some examples of how they can be put to use. Explore Google Apps, DocuSign, Trello, TinyScan and more.

SESSION #5 2:40PM-3:20PM

CHOICE A: BENEFITS COMPLIANCE

The focus of this presentation will be on ACA mandates, reporting and understanding COBRA qualifying events for your health plan benefits. In addition, we will discuss a strategic approach to control healthcare costs and premiums.

CHOICE B: AP & 1099S

Accounts Payables and 1099s can be routine, regular tasks in the business office. In this session, we will brainstorm weekly accounts payable efficiencies and year-end accounts payables considerations. The presentation will conclude with a 1099 overview and discussion. Come ready to learn and to share some of your expertise with others!