HOTEL INFORMATION

CONFERENCE HOTEL – SHERATON FLOWOOD

Registration for rooms in the MASBO room block will open at:

**10:00 am, Tuesday February 13. The room block will stay open until April 22,2024 OR until the block is full.**

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| Here's your reservation link your guests can use to make reservations: |
| [**Book your group rate for MASBO 2024 Annual Conference**](https://urldefense.com/v3/__https:/www.marriott.com/events/start.mi?id=1707261410258&key=GRP__;!!FOfmI8qiWcWBHqypJtzENF0!2WHsMK4GiRRoQ8kqw5rUSkatb2sVk5pJeSNxq-s2euwV-iUH71jxH_5_aDLrHmXow5sCWIGZwUPAtS-dZ7X7DStDKbxSCvLDw7bt$)  You will find the information for your online reservation link below. If you have questions or need help with the link, please do not hesitate to ask. We appreciate your business and look forward to a successful event. |
| **Event Summary:** |
| **MASBO 2024 Annual Conference**  **Mini Code: M24 (use only if making reservations by phone, you will not need if using link)** |
| **Start Date: Monday, May 13, 2024** |
| **End Date: Friday, May 17, 2024** |
| **Last Day to Book: Monday, April 22, 2024 or once block is full** |
| **Hotel(s) offering your special group rate:** |

* **Sheraton Flowood The Refuge Hotel & Conference Center for $159 USD per night**

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**Overflow hotel information will be provided as it is secured.**

**2024 MASBO ANNUAL CONFERENCE – TENTATIVE AGENDA**

**TUESDAY, MAY 14TH (PRE-CONFERENCES) – FRIDAY 17TH**

**SCHEDULE OF TENTATIVE SESSIONS**

The conference will hold two Pre-Conferences on Tuesday May 14. Pre-Conference cost is $50 and can be selected when registering for the conference if planning to attend. Both Pre-Conferences will be open to all conference attendees

Pre-Conference I will be training in processes, procedures and policies for new and beginning Accounts Payable, Payroll/Human Resource, Purchasing and Fixed Asset personnel. It will also serve as a good review for more experienced employees in these areas.

Pre-Conference II will focus on the budget process from beginning to end and also include discussion and information on the district Ad Valorem request. It will be designed for new and beginning School Business Managers and Accountants but will serve as a good review for more experienced Business Managers.

This year’s conferences will consist of 3 tracks and some sessions that will be untracked. All attendees are welcome to attend any session in any track but they will be designed for specific job roles and responsibilities. Listed below are tentative sessions planned for:

Track 1 (School Business Managers, Assistant Business Managers, Accountants…..)

Track 2 (Payroll, Human Resources….)

Track 3 (Accounts Payable, Purchasing, Fixed Assets…)

**IMPORTABNT NOTES:**

Session Topics are listed in no particular order!

Sessions are subject to change in topic.

Additional session topics will be added. Agendas will be updated as sessions/topics are confirmed

**OVERVIEW OF TENTATIVE SESSION TOPICS**

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| --- | --- | --- |
| **Track I – Tentative Sessions**  **Business Managers, Assistants, Accountants…** | **Track 2 - Tentative Sessions**  **Payroll, Human Resource…** | **Track 3 – Tentative Sessions**  **Accounts Payable, Purchasing, Fixed Assets…** |
| GASBO Update, Leases & SIBITAS | FLMA | Totally paperless/Electronic processing |
| Jim Keith Update | Jim Keith Update | Discussion Group |
| Office of the State Auditor Update | Office of the State Auditor Update | Office of the State Auditor Update |
| Legislative Update from MDE, School Financial Services | Compensation for “Other” work, when & how to pay | Review of Purchasing law |
| Conflict in the office, how to have difficult conversations | Discussion Group | Fixed Asset Process, Procedures, Buying with federal dollars |
| Federal and SPED Grant compliance | Update from the Department of Labor | Travel – procedures, processes |
| Federal Funds/ESSER audit update | Reconciling Garnishments, Insurances, other | Monthly, Quarterly, Yearly checklists |
| Internal Controls in the Business Office | Monthly, Quarterly, Yearly Checklists | Presentation from DFA and UMB, travel cards, new travel guidelines, EEF Cards |
| Child Nutrition – What Business Managers Need to Know | Real Life Fraud, How Could it have Been Prevented | Real Life Fraud, How Could It Have Been Prevented |
| Jim Young, Managing Debt, Strategic Financial Planning | Helping your Employees Retire | TBD |
| Discussion Groups | TBD |  |