

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 03/12/19



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
This action request pertains to Elementary (only) High School/District Wide

Date: 03/04/19

To: **Corrina Guardipee-Hall**
 Browning Public Schools

From: Stacy Edwards
Title: Director of Finance

Subject: In state travel: MASBO

Description: MASBO Budget Workshop on March 13th in Great Falls. Updates on the budget process.

Financial Impact: \$371.25

Funding Source (Budget/grant, etc.): Impact Aid Budget – 126/226-90-160-2510-582

Attachment(s): Travel Request-Agenda

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

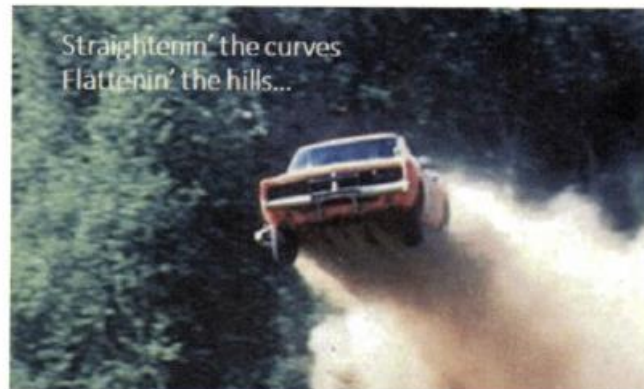
Board Action: N/A (Info) Approved Denied Tabled to: _____

2019 MASBO Budget Workshops
8:30 a.m. – 4:00 p.m.

- March 4 – Bozeman** (C'Mon Inn)
March 7 – Miles City (Custer County High School)
March 8 – Billings (DoubleTree by Hilton)
March 13 – Great Falls (Holiday Inn)
March 15 – Missoula (Holiday Inn)

In this year's Budget workshops we take a deep dive into the various aspects of arguably one of the most important elements in school budgeting: Fund Balance.

Mike Waterman (Bozeman Schools) is back to help you understand and work with the various aspects of fund balance, including graphs, hands-on worksheets, a very useful excel spreadsheet into which you can input your own district(s)' information and, as always, delivered with a healthy dose of humor 😊.



Please plan to bring:

- *A calculator and a pencil or pen*
- *A laptop or other device with which you can work in Excel and access the Internet*
- *FY19 MAEFAIRS Budget Report (a hard copy might be easiest to work with)*
- *A willingness to ask questions and share what works best in your district*

Hope to see you there!

AGENDA

- 8:30 Kick Off
9:00 Financing Sources for Budgeted Funds
Understanding & Projecting Fund Balance
11:45 Lunch
1:15 Projecting Fund Balance – continued
Managing Fund Balance
4:00 Done!

*Holiday Inn
1100 5th Street South
727-7200 Conf# 47748539
Registration \$80.00*

**BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request**

Employee Name Stacy Edwards
Building Administration

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>03/13/19</u>	<u>8</u>	<u>SR</u>

Employee Signature _____ Date _____

Approved; Condition upon the specific leave being available for the specific employee **Not Approved**

Principal/Supervisor _____ Date _____

TYPE OF LEAVE

- | | | |
|--|------------------------------------|-------------------------------|
| AN Annual | PL Personal Leave | ALWO Approved Leave W/O Pay |
| SL Sick Leave | JD Jury Duty (attach verification) | ULWO Unapproved Leave w/o Pay |
| *EX/SR Extra-Curricular/School Related | NG National Guard | SWP Suspended w/Pay |
| | FN Funeral _____ | SWOP Suspended w/o Pay |
- (Master Contract Relationship)**

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop MASBO Budget Workshop **(Attach Brochure/Agenda)**

Location Great Falls, MT

Departure Date 03/12/19

Return Date 03/13/19

Departure Time 3:00 pm

Return Time 6:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254 x .58 = \$ 147.32
Per Diem 3 meals (dinner/breakfast/lunch) = \$ 36.00

Registration PO# Req 35445 = \$ 80.00
 Hotel PO# Req 35446 = \$ 107.93
 Other PO# _____ = \$ - 0.00
 Other PO# _____ Luggage = \$ - 0.00

Sub Total \$ 371.25

Budget 126.90.160.2510.582 (75 %) \$ 137.49
226.90.160.2510.582 (25 %) \$ 45.83

Check Total \$ 183.32

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____