

## Preparing for the Annual Audit

Presenter: Aimee Skiff, Director, Client Services at the Management Advisory Group

Date: May 3, 2017

Time: 8:30 a.m. – 12:30 p.m.

Audience: Accounts Payable, Payroll, Accounting and Purchasing

Fee: \$100

School districts need to maximize all resources in the tax-cap environment. How should all members of the business office prepare for the independent audit? What roles should accounts payable, purchasing, payroll and accounting staff play to close out the fiscal year and prepare for the annual audit? In order to help districts meet their financial goals, this program will focus on:

- State aid preparation and analysis
- Setting up payables and accrued liabilities
- Establishing payroll accruals
- School lunch programs
- Special aid projects and capital projects
- Due to and due from accounts
- Reserve funding

**ALL FEES ARE ELIGIBLE FOR STATE AID**  
CANCELLATIONS NOT ACCEPTED BEYOND 7 DAYS PRIOR TO WORKSHOP  
SCHOOL DISTRICTS WILL BE BILLED THROUGH CO-SER 512

**To register on-line go to: *My Learning Plan* at**  
<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?D=13064&I=2351449>

**Select “Center for Educational Leadership”**

**If your district does not use My Learning Plan, you must print out the district approved authorization form and fax the signed copy to us at 914-248-3896.**

Download the PNW BOCES Free Mobile App

All local BOCES provide professional development and support services and you should check with your local BOCES to see what is offered. These offerings are not intended to take the place of similar offerings provided by your own BOCES.

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ASSISTANT SUPERINTENDENT

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