

School Activity Fund “Redbook Training”

September 24, 2014

Workshop #059-15

Green River Regional Educational Cooperative • 230 Technology Way • Bowling Green KY, 42101

Join us as we explore the revised Accounting Procedures for Kentucky Activity Funds which were *effective July 1, 2013*. This one-half day training will provide consistent direction to every bookkeeper/secretary and principal in your school district. Most bookkeepers/secretaries are familiar with the guidelines in *Accounting Procedures for Kentucky School Activity Funds* (commonly known as the Red Book); however, procedures are not always followed and some are new in positions or have not received formal training of this nature. Since the principal has the overall responsibility of the school’s Activity Fund, this training will provide the required training needed to assist in the management of those funds and activities.

Key points the training will address:

Review of Accounting Procedures for Kentucky School Activity Funds

Internal Control and Responsibilities

General Ledger and Activity Funds

Receipts

Expenditures/Purchasing

Inventory Control

Budgets

Booster Clubs, Fund Raising, Financial Reports

***EILA Credit will be provided**

For:	Bookkeepers, Secretaries, and Principals
Dates:	Wednesday, September 24, 2014
Presenter:	Laney White, Carr, Riggs & Ingram, LLC
Location:	GRREC Training Facility • 230 Technology Way • Bowling Green
Time:	8:30 AM – 12:30 PM (CDT) Breakfast will be provided.
Cost:	\$80.00
Registration:	<u>Click Here to Register Online</u>