

TECHNICAL ASSISTANCE NOTE No. 2002-23



Department of Education
Charlie Crist, Commissioner

*Bureau of School Business Services
Office of Funding and Financial Reporting*

**Regional Training Sessions –
2001-02 Annual Financial Report**

Contact:
Deborah Bruggink

(850) 488-5142
SC 278-5142

DATE: June 19, 2002
TO: District Finance Officers
FROM: Linda Champion, Administrator
SUBJECT: Regional Training Sessions – 2001-02 Annual Financial Report

Attached is a registration form indicating three regional training sessions to be offered by the Department for district finance staff. The sessions will include training relative to the:

- Internet submission process of the ESE 139 (District Summary Budget),
- Internet submission process of the ESE 348 (Report of Financial Data to the Commissioner), and
- Use of the 2001-02 Annual Financial Report (AFR) spreadsheet package that incorporates formats from Governmental Accounting Standards Board (GASB) Statement 34.

In addition to an overview of these topics, the training is designed to allow district staff to participate in a sample Internet report submission and experiment with sample data in the linked spreadsheet package.

Due to the limited size of the computer labs, participation is limited to one individual per district. Therefore, please return the registration form by June 26, 2002, indicating the person from your district who will attend the training and the preferred location.

LC:dmb

Attachment

cc: Superintendents

**Regional Training Sessions
2001-02 Annual Financial Report**

School District: _____

Please provide the name of the individual who will be attending:

Mark the preferred location with an "X":

_____ Grand Ridge High School, July 9, 2002
Marianna, Florida - 30 computers
9:30 AM to 3:00 PM Central Standard Time (EST 10:30 AM to 4:00 PM)

_____ North East FL Education Consortium, July 11, 2002
Palatka, Florida - 14 computers
9:30 AM to 3:00 PM EST

_____ Orange County School District, July 16, 2002
Orlando, Florida 5th Floor Lab – 20 computers
9:30 AM to 3:00 PM EST

Return by Fax to Beth Brooks, Florida Department of Education, Office of Funding and Financial Reporting (850) 922-6742 or SC 292-6742 by June 26, 2002.