

# OASBO Essentials of Financial Management & Administration - Part I

## Course Description Quick Guide

Course Name	Course Description
<b>Mechanics of Bonds and Bond Market</b> Ryan K. Nelson, CFA, Co-Founder/ Portfolio Manager, RedTree Investment Group	Background of bond market, types of bonds, bond structure, security and trading of bonds, analysis, risk measurement and tools to find value when looking at multiple bond offerings. This course will improve the participants' knowledge in bonds and the bond markets. The focus of this session will be on the market itself, type of bonds, what to look for with investments, risks of owning bonds and how to measure those risks, as well as where to purchase and what to look for. The session will culminate with an exercise in calculating the purchase price and accrued interest of an investment and a discussion of how to handle premiums or discounts and to identify risks and calculate the total return of a given scenario.
<b>Municipal Bonds process and steps</b> Marvin Founds, Managing Director, Fifth Third Securities	This presentation is a discussion of the process and specific steps for accessing the lending and investment community that provide money needed for borrowing. The course will improve the participants' knowledge in debt issuance and debt management and administration. The focus is specifically on municipal bonds and stepping through the official statement, reviewing its purpose and benefits. Discussion of the structure of the debt issue, type of offerings, as well as bond rating services will round out this topic.
<b>Taxes: Real Estate, Personal Property, Income Tax, Borrowing, Levy Planning</b> Rick Manoloff, Partner, Squire Patton Boggs LLP	<ol style="list-style-type: none"> <li>1. Review Ohio Revised Code limitations on levying taxes</li> <li>2. Review types of levies</li> <li>3. Procedural steps for placing a levy on the ballot and various deadlines</li> <li>4. Review sample ballot language</li> <li>5. Discuss levy planning for district needs</li> </ol> <p>This course will enhance the audience's working knowledge of levy alternatives, legal restrictions and election proceedings. A sound understanding and knowledge of levies is imperative for financial planning and management of a school district.</p>
<b>Property Tax Income, Millage Rates, Dept of Taxation</b> Mike Sobul, Consultant, Public Finance Resources, Inc.	<p>The presentation is an overview of the property tax system. It will include a description of the property valuation process and methodology for forecasting changes in values going forward. Following that will be a discussion of the tax reduction factors and floors and how those affect levies. Also discussed will be how to forecast residential values, new construction, county auditor abstracts, reappraisal and triennial updates CAUV, Income tax, and DOT forms. The final portion of the presentation will marry the two concepts above to show how changes in valuation impact tax rates and how the changes in rates are calculated. The goal of the course is to give the participants a better understanding of the property tax system so they can more accurately forecast property tax revenues when doing budgets and five-year forecasts.</p> <p>The course will improve the participants' knowledge in cash management directly and investments indirectly. Since the goal of the course is to improve the ability to forecast tax revenues, such additional knowledge will hopefully allow the participants to more accurately forecast cash flow and overall cash balances. This will help with both cash management and with decisions on lengths of investments based on available cash.</p>
<b>Five Year Forecast</b> Chris Mohr, Consultant, K-12 Business Consulting	<p>The presentation is a detailed look at the five year forecast line by line. What is that and where do I find that information. The course will improve the participants' knowledge in forecasting, cash flow forecasting, and cash flow management.</p>