

Principal Financial Training: August 21, 2019

Location: Martin's Caterers (Camelot), 13901 Central Ave, Upper Marlboro, MD 20774

Morning Break-Out Sessions	8:00AM – 8:30AM	•Registration
	8:30AM – 8:50AM	•Welcome (Full-Group)
	9:00AM – 9:50AM	•Morning Break-Out Session 1
	10:00AM – 10:50AM	•Morning Break-Out Session 2
	11:00AM – 11:50AM	•Morning Break-Out Session 3
	12:00PM – 12:50PM	•Lunch (Full-Group)
Afternoon Break-Out Sessions	1:00PM – 1:30PM	•Afternoon Break-Out Session 1
	1:40PM – 2:10PM	•Afternoon Break-Out Session 2
	2:20PM – 2:50PM	•Afternoon Break-Out Session 3
	3:00PM – 3:30PM	•Afternoon Break-Out Session 4
	3:40PM – 4:00PM	•Closing Remarks (Full-Group)

Morning Break-Out Sessions

- Format:**
- Three Mandatory Sessions
 - Three Rotating Groups
 - 50 Minutes Per Session
 - 10 Minute Transitions

Payroll Timecards and Approvals

School Activity Funds

Purchasing Processes

Afternoon Break-Out Sessions

- Format:**
- Select 4 of 5 Sessions
 - 30 Minutes Per Session
 - 10 Minute Transitions

Employee Reimbursements Including Travel

Effective Asset Management and Inventory Control

Absence Management

Budget Transfers and Reports

Fiduciary Responsibilities of the Principal