

## **BUSINESS MANAGER 101 SCHEDULE – 2022-23**

**Friday, January 13, 2023**

**Meeting Start @ 1:00**

*In Person at the VSBIT Offices  
52 Pike Dr.  
Berlin, VT 05602*

**1:00 – 1:10**

### **Introductions**

**1:10 – 1:30**

### **Annual Town Reports**

- Requirements
  - VT Statute:  
<https://legislature.vermont.gov/statutes/section/16/009/00563>
- Samples
  - Barstow Annual Report - full version  
<https://drive.google.com/file/d/1Kyd8HqMxtkKaKSLMgrq51SB94e8T09Wq/view>

**1:30 – 2:00**

### **Preliminary Budget Collection**

- School Spending Comparable Data
- Town Meeting Grid

**2:00 – 3:00**

### **Grants (AOE)**

- Consolidated Federal Program
  - School Wide Funding
  - Monitoring Process
  - Samples of Time Documentations, Contracts, Expenditure Documentation

**3:00 – 3:10**

### **Break**

**3:10 – 3:50**

### **Grants (cont.)**

- From Grant Application to Funding Requests
  - Grants Management System
- CRF/CARES Act

**3:50 – 4:00**

### **Q & A**