



**M.A.R.S and the Abrahams Group
Presents
Training to Complete the DESE
FY23 End of the Year Financial Report**

Learn about and work on completing the

**Department of Elementary and Secondary Education's
End of the Year Financial Report (EOYR)**

Anyone involved from regional and municipal district's responsible for completing the district's EOYR and especially beneficial for new school business officials

This Training Workshop provides:

- ✓ Step by step instructions for completing the EOYR.
- ✓ Sample reports and documentation that covers entire process
- ✓ Detailed information about each section and requirement
- ✓ Time to work on district's actual EOYR with real-time support and guidance during workshop
- ✓ Scheduled tips by email on generating reports and gathering required information

This Program is presented in two sessions:

Thursday, June 1, 2023 Day 1 (1/2 Day) 8:00 am to 12:00 noon (ZOOM)

Session includes an overview of EOYR, process for completing EOYR and instructions for gathering required information.

Thursday, September 7, 2023 Day 2 (Full Day) 8:00 am to 4:00 pm (ZOOM)*

Session includes a detailed review of EOYR, instructions for completing each required section and the district's EOYR.

Training Fee per District: \$600 includes a digital notebook

Note: This is a district cost, which includes up to 4 attendees from your district.

Follow this link to Register or for More Information:

http://www.theabrahamsgroup.com/Courses_EOYR.htm

Please register by June 1, 2022

For more information, contact Stephen Hemman at mars.hemman@marsregionals (978-821-2890) or Mark Abrahams at bettergov@aol.com (617-803-8529)



The Abrahams Group

End of Year Report

Training

Day 1—Half Day

- a. Over view of End of Year Report
- b. Review of DESE Chart of Accounts
- b. Explain Primary Documents
- d. Review End of Year Steps
- e. Review Notebook
- f. Budget reports
- g. Create your own notebook

Day 2—Full Day

- a. Review outline for doing the End of Year Report
- b. DESE Information
- c. Explain how to use the Excel End of Year Spreadsheet
- d. Review printing
- e. Review checking budget sub totals and totals
- f. Begin entering Schedule 3
- g. Work on entering data into spreadsheet
- h. Follow outline for completing End of Year Report
- i. What are auditors looking for?
- j. Wrap Up

