



**21<sup>st</sup> Century Community Learning Centers Program (21<sup>st</sup> CCLC)  
Technical Assistance Training Agenda**

*August 24, 2010  
FY11 Continuation Sub-Grantees*

<b>8:00AM - 8:15AM</b>	- Registration	21 <sup>st</sup> CCLC Staff
<b>8:15AM - 8:30AM</b>	- Welcome & Introductions	Dr. Barbara Lunsford Associate Superintendent of Schools Education Support & Improvement  Craig Geers Division Director, Outreach Programs Education Support & Improvement
<b>8:30AM – 9:00AM</b>	- What is Jeopardy?	21 <sup>st</sup> CCLC Budget Analyst Team
<b>9:00AM - 9:15AM</b>	- Key Changes	Shaun O. Thompson Accounting Manager 2
<b>9:15AM – 9:45AM</b>	- Reimbursement Highlights	Tehsin Akram Budget Analyst 2
<b>9:45AM - 10:30AM</b>	- Time & Effort Reporting	Gerald T. Schaefer, CPA, CIA, CISA, CFE Internal Audit Manager Office of Policy and External Affairs

**BREAK**

**10:30AM - 10:45AM**

<b>10:45AM - 11:15AM</b>	- Inventory Controls	Sam Wilson Budget Analyst 2
<b>11:15AM - 11:45AM</b>	- Completion Report	Regina Hailey Grant Accountant 3 Finance, Budget, and Accounting

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**LUNCH**

**11:45AM – 12:30AM**

- |                          |   |   |
|--------------------------|---|---|
| <b>12:30PM – 12:45PM</b> | - Deadlines   | Andre' Hill<br>Budget Analyst 2           |
| <b>12:45PM – 1:00PM</b>  | - Professional Development                          | Angel W. Williams<br>Budget Analyst 2     |
| <b>1:00PM - 2:00PM</b>   | - Monitoring Document<br>Fiduciary Responsibilities | Frances Aubuchon<br>Budget Analyst 2      |
| <b>2:00PM - 2:30PM</b>   | - High Risk Status                                  | Shaun O. Thompson<br>Accounting Manager 2 |
| <b>2:30PM – 3:00PM</b>   | - Make Finance Personnel<br>Your “BFF”              | Shaun O. Thompson<br>Accounting Manager 2 |

**BREAK**

**3:00PM - 3:15PM**

- |                        |   |   |
|------------------------|---|---|
| <b>3:15PM - 4:00PM</b> | - Question & Answer<br>Breakout Session | 21 <sup>st</sup> CCLC Budget Analyst Team |
| <b>4:00PM – 4:15PM</b> | - Closing                               | Shaun O. Thompson<br>Accounting Manager 2 |