



San José State University
 California Professional Nutrition Education
 and Training (Cal-Pro-NET) Center announces:

Financial Management Seminar Level I

Are you prepared for a financially challenging 2009 – 10? A Financial Management seminar sponsored by the California Department of Education will be offered to assist directors in managing the fiscal aspects of their programs. This Level I seminar is the introductory program for new directors, supervisors, and managers. The seminar will be offered in Concord and Pomona by the San José State University Cal-Pro-NET Center in October and November 2009. Please refer to the schedule below.

The two-day Level I training is based on curriculum developed by the National Food Service Management Institute and competency standards recommended by a statewide advisory committee. Seminar presenters will be child nutrition program directors from California school districts and Residential Child Care Institutions.

Participant Outcomes

At the close of the Level I seminar the participants will be able to:

1. Describe major terminology and forms used in financial management.
2. Utilize the general structure of the State Accounting System as it relates to revenues and expenditures.
3. Interpret financial documents and recognize the importance of ethical standards in financial reporting.
4. Utilize the basic financial management tools (balance sheet, statement of revenue and expenditures).
5. Develop a sample budget based on financial records.
6. Describe ways to control costs in labor, food (and commodities), supply and operating categories, and for revenue generating measures.

Seminar Schedule

October 20 and 21 (Tues/Wed) Concord	Mt. Diablo Unified School District Willow Creek Center 1026 Mohr Lane Concord, CA 94520 925-685-1011
November 4 and 5 (Wed/Thurs) Pomona	Pomona Unified School District The Village @ Indian Hill 1460 E. Holt Ave. Suite 130/Lower Level - Multi Purpose Conference Room (MPR) Pomona, CA 91767 (909) 397-4711 ext. 3950

Time: 8:30 am – 4:30 pm

Audience: Directors, supervisors, and managers

Cost: \$125.00 - includes course materials, morning refreshments, and lunch both days.

Registration: See following page.

Registration Form

Directions: Complete the registration form and mail a copy of the form along with payment to the Cal-Pro-NET Center at San José State University. The fee and completed registration form must be received one week prior to the session.

Note: You may fax a copy of your registration and follow with payment and registration form. Fax to 408-924-2923.

Please print legibly in ink.

Name: _____

Job Title: _____

School District/Agency: _____

Mailing Address: _____

Telephone: () _____ Fax: () _____

E-mail Address: _____

Check location you wish to attend:

Concord _____ Pomona _____

Form of payment: Check _____ Purchase Order _____ Money Order _____

(We do not accept credit card payment.)

Please send checks, purchase orders, or money orders for \$125.00 made out to San José State University Research Foundation to

ATTN: Financial Management Seminar
Cal-Pro-NET Center, SJSU
One Washington Square
San José, CA 95192-0058

For further information, contact Linda Sweeney, lsweeney@casa.sjsu.edu, or 408-924-3125.