

AGENDA # K.5
Scio Township Board of Trustees
Authorization of Training on Eight BS&A Financial Modules

FOR MEETING DATE OF: March 24, 2026

PREPARED ON: March 16, 2026

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Clerk

ITEM TYPE: Possible Action

BACKGROUND: Periodically, Scio Township trains staff on BS&A modules required for daily operations. Eight of these modules required to maintain the Township's treasury and finance operations: General Ledger, Fixed Assets, Accounts Payable, Purchase Order, Payroll, Cash Receipting, Miscellaneous Receivables, and Utility Billing. Based on statutory roles and operational needs, officials and staff have assigned roles and responsibilities within each module. With the staff transitions in finance, it is a good time to train everyone (or re-train) in order to continue to improve and expand how we use BS&A which is our system of record for Township finances.

BS&A has assured the Clerk that they will be able to conduct trainings using our own financial database. I expect the training to be scheduled in June or July, earlier if BS&A availability opens up. The Treasurer and Clerk will ensure that the training is scheduled at a time when all staff are available.

FISCAL IMPACT: \$5,700 in budgeted funds from Fund 101 proportionate across department budgets of 101-Finance, 101-Clerk, and 101-Treasurer.

RECOMMENDATION: Clerk recommends approval.

MODEL MOTION: To Authorize Proposal for Training on Eight BS&A Financial Modules in amount not to exceed \$5,700 payable from budgeted funds for training across 101-191 (Accounting), 101-215 (Clerk), and 101-253 (Treasurer).

ATTACHMENTS:

[Proposal for Training from BSandA.pdf](#)