



THE ALABAMA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

Local School Financial Management Certificate Program
March 2-3, 2015

Monday, March 2, 2015

9:00 a.m. - 12:30 p.m. (choose one)

Elements of Local School Accounting II **Core Course for LSFM Certificate**

This session will focus on how the district's policies, procedures and regulations relate to their job function. The course will provide an in-depth discussion of proper accounting procedures related to cash receipts/disbursements, fundraisers, outside organizations and other financial transactions. Participants will gain an understanding of the proper procedures and guidelines for payroll to include federal, state and local regulations.

Audit & Compliance Issues for Local Schools **Continuing Education Course for LSFM Graduates**

This session will focus on common audit and compliance issues at the local school level. Topics will include allowable expenditures for public vs nonpublic, utilization of school facilities by outside organizations, ethics violations, recommended internal controls procedures for activity funds and other common audit findings.

12:30 p.m. – 1:00 p.m. Lunch

1:00 p.m. - 4:30 p.m. (choose one)

Principles of Accounting II—Activity Fund Accounting
Core Course for LSFM Certificate

This course is designed as an introduction to Activity Fund Accounting at the local school level. This course will focus on the accounting principles and controls related to district and support organizations financial activities. Course will define and distinguish the types of activity funds and their proper classification and provide guidance on accounting and reporting of activity funds under Alabama school accounting procedures.

Software Update/Budget Prep for Local Schools
Continuing Education Course for LSFM Graduates

Session will provide a guide to the budget planning process for local schools. Course will include revenue/expenditure projections, edit checks and tools available in the Nextgen software for building the budget. This course will also discuss utilizing the accounting software to streamline the process and develop a more accurate and timely budget.

Tuesday, March 3, 2015

9:00 a.m. - 12:30 p.m. (choose one)

Principles of Accounting II (*continued*)
Core Course for LSFM Certificate

Accounting Procedures for Student and Parent Organizations
Continuing Education Course for LSFM Graduates

Parent support organizations provide an invaluable service to our school districts. Many of the student programs and activities could not exist without these organizations. With any volunteer organization though there should be established guidelines and policies at the board level for the organization to follow. This session will discuss recommended procedures and internal controls to assist in having a financially sound and orderly organization.

12:30– 1:30 p.m. Lunch & Recognition of Graduates

1:30 p.m. - 5:00 p.m.

Effective Communication/Working with People

Core Course for LSFM Certificate

The course will present the importance of building positive working relationships with others and effective communication in the workplace. Discussion will focus on proposed techniques for handling difficult situations and minimizing staff resistance and stress. Session will also discuss the impact that their conduct, attitude and professionalism have on the image of their school.

The AASBO Certificate Programs for the Alabama Association of School Business Officials is supported by the State of Alabama Department of Education, Division of Administrative and Financial Services.

NOTICE TO PROGRAM GRADUATES

AASBO Professional Certificate Program Graduates—all courses will count toward your Professional Certification maintenance requirement of 18 Continuing Professional Education hours per year (October through September).

Payroll Personnel Certificate Program Graduates—all courses will count toward your Professional Certification maintenance requirement of 12 Continuing Professional Education hours per year (October through September).

Local School Financial Management Certificate Program Graduates—all courses will count toward your Professional Certification maintenance requirement of 9 Continuing Professional Education hours per year (October through September).

REGISTRATION FEES

Registration fees are now based on a per day fee, not a per class fee. One day fee is \$75 and two day fee is \$150. You will be charged \$75 if you choose to attend either one or two classes during a training day.

LOCATION AND LODGING

All courses will be held in the Paul W. Bryant Conference Center, a premier learning facility located at 240 Paul Bryant Drive on The University of Alabama campus in Tuscaloosa.

Lodging is the responsibility of each participant. Rooms may be reserved at Hotel Capstone (adjacent to the Bryant Center) by calling (205) 752-3200. Please identify yourself as a program participant when making reservations. If you'd like to book online, please visit <https://gc.synxis.com/rez.aspx?Hotel=21565&Chain=8579&arrive=3/1/2015&depart=3/3/2015&adult=1&child=0&group=AAC01A 20150301>

PARKING

Approximately three days before the AASBO program, you will receive an email confirmation with your parking permit attached. You must display your parking permit in the lower left hand corner of your vehicle window. If the permit is not displayed, you will be issued a parking ticket. If you are unable to print your parking decal or do not receive the email by February 26, 2015 please contact Registration Services at 205-348-3000.

If you are staying at Hotel Capstone and parked in their parking lot, there is no need to display the parking decal you receive from The University of Alabama.

MEALS

A continental breakfast will be available 8:00 – 9:00 a.m. and lunch will be provided daily. Evening dinner is on your own.

CONTINUING PROFESSIONAL EDUCATION for CPA's

Courses will be submitted for approval by the Alabama Board of Public Accountancy.

TRANSCRIPTS

Please contact Sea Talantis at stalanis@ccs.ua.edu to request a copy of your transcript.

FURTHER INFORMATION

If you have questions or need more information, call Amanda Bergeron, Program Manager, Professional and Management Development Programs, The University of Alabama at (205)-348-9966. You may e-mail her at abergeron@ccs.ua.edu

AASBO MEMBERSHIP DUES

In order to attend this training session, you must be a member of AASBO. AASBO provides programs and services to promote the highest standards of school business practices through professional development, recognition, and the effective management of available resources. Joining AASBO gives you the means to improve both yourself and your organization. You annual dues of \$50 (\$100 for CSFO) can be paid on this registration form. Membership cycles run from July 1, 2014-June 30, 2015.

BILLING POLICY

Registrations for College of Continuing Studies programs should be accompanied by check or credit card payment. Registrations that are submitted without payment will be billed and collected through UA Student Receivables. To ensure proper documentation of payment, we strongly encourage all registrations be submitted with payment.

Alabama Association of School Business Officials
Local School Financial Management Certificate Program and
Certification Maintenance Continuing Education

March 2-3, 2015
Bryant Conference Center
Tuscaloosa, Alabama

Program: # 07-333-15

One registrant per panel; for multiple registrations, please duplicate this form.

[] Mr. [] Mrs. [] Ms. [] Dr.

Name First Last M. I.

Preference on Nametag

School Name School System

Do you work at a (check one) [] Elementary [] Middle [] High School [] Central Office

School Business Phone School Business Fax

E-mail address Job Title

School Mailing Address

City State ZIP

Personal Mailing Address

City State ZIP

Method of Fee Payment: \$150

[] Enclosed is a check in the total amount of _____ \$150 made payable to:
The University of Alabama.

[] Charge fee \$ _____ to my credit card: [] Mastercard [] Visa [] Discover [] American Express

Card # _____ Exp. Date _____

Authorizing Signature _____

Note: The University of Alabama is committed to complying with the Americans with Disabilities Act. Please make your request for accommodation at least 30 calendar days prior to seminar date here _____

[] AASBO Membership Dues
(\$50 active members)

Please select from the following:

- [] I am a graduate of the AASBO Certificate Program
- [] I am a graduate of the Payroll/Personnel Certificate Program
- [] I am a graduate of the Local School Financial Management Certificate Program
- [] I am NOT a graduate of either certificate program

Please enroll me in the following:

March 2, 2015 9:00 am-12:30 pm. (Choose One)

- [] 1. Elements of Local School Accounting II (core course)
- [] 2. Audit and Compliance Issues for Local Schools (continuing education course)

March 2, 2015 1:00 – 4:30 p.m. (Choose One)

- [] 3. Principles of Accounting II (core course)
- [] 4. Software Update/Budget Prep for Local Schools (continuing education course)

March 3, 2015 9:00 am-12:30 pm. (Choose One)

- [] 5. Principles of Accounting II, part 2 (core course)
- [] 6. Accounting Procedures for Student and Parent Organizations (continuing education course)

March 3, 2015 1:30 – 4:30 p.m. (Choose One)

- [] 7. Effective Communication/Working with People (core course)

REGISTRATION

Mail form and fee to:
Registration Services
College of Continuing Studies
The University of Alabama
Box 870388
Tuscaloosa, AL 35487-0388

Faxed Registration forms will not be accepted unless accompanied by credit card payment 205-348-6614

AASBO Membership is required to attend this training session.