



THE ALABAMA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

AASBO CFSO Certificate Program

Core Curriculum

(All 48 core hours are required)

1. ACCOUNTING PRINCIPLES
 - A. Governmental Accounting Overview (3 hours)
 - B. Understanding Alabama Schools Accounting System (3 hours)
 - C. Budget and Financial Reporting I and II (6 hours)
2. FINANCIAL MANAGEMENT
 - A. Investment of School Funds (3 hours)
 - B. Capital Planning/Administration of Debt (3 hours)
 - C. Financial Planning I and II (6 hours)
3. BUSINESS AND PERSONNEL MANAGEMENT
 - A. The Role of the School Business Official (3 hours)
 - B. School Management I and II (6 hours)
 - C. Data Management (3 hours)
 - D. Effective Communication (3 hours)
4. LAW AND LEGAL RESPONSIBILITIES
 - A. School Law I and II (6 hours)
 - B. Contracts and Purchasing (3 hours)

ELECTIVES: 6 elective hours are required. Electives vary as determined by the Certification Committee

Professional Certification Certificate Program

PURPOSE

To provide professional development experiences and recognition for the wide variety of assignments, duties and tasks of School Business Officials. These duties may include construction management, personnel management and many others. The certificate program will meet the need for a formalized training program to assist in preparing entry-level candidates for the position. Increasing demands of the position require enhanced skill levels.

Payroll/Personnel Certificate Program

Core Curriculum

(All 24 core hours are required)

- A. Employee Leave Laws (3 hours)
- B. FLSA Wage and Hour (3 hours)
- C. Section 125 Laws and Deferred Compensation Plans (3 hours)
- D. Personnel Reporting (3 hours)
- E. Alabama Schools Accounting System and Payroll Coding (3 hours)
- F. Retirement and Insurance (3 hours)
- G. School Law I (3 hours)
- H. Payroll Withholdings and Tax Deposit Requirements (3 hours)

ELECTIVES: 6 elective hours are required
Electives vary as determined by the Certification Committee

Payroll/Personnel Certificate Program

PURPOSE

To provide professional development experiences for the payroll and personnel duties and tasks of School Business Officials. The duties may include personnel management, legal aspects of personnel and payroll including compensation and benefits, leave laws, record keeping and reporting. Constant changes and increasing demands in this area require enhanced and updated skill levels.



THE ALABAMA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

**Professional Certification Certificate Program, Certification Maintenance
Continuing Education, and Payroll/Personnel Certificate Program**

February 8-9, 2010

Monday, February 8, 2010

9:00 a.m. – 12:30 p.m.

Budget and Financial Reporting I (Professional Certificate Program Core Course or Continuing Education Course)

Presenter: **Dr. Keren Deal**, Auburn University Montgomery

Course Description: This session will review the Governmental Accounting & Financial Reporting Principles, Basic Governmental Financial Statements and SLG Standards and Business Standards.

Budgetary Accounting/Reporting under NextGen (Professional Certificate Program Elective Course or Continuing Education Course or Payroll/Personnel Elective Course)

Presenter: **CSI/McAleer**

Course Description: This course covers a range of subjects concerning general ledger practices including, budgeting, monthly and annual financial statements, standard and customized reports and local school reporting under NextGen.

1:30 p.m. - 5:00 p.m. (Choose One):

Budget and Financial Reporting II (Professional Certificate Program Core Course or Continuing Education Course)

Presenter: **Dr. Keren Deal**, Auburn University Montgomery

Course Description: Topics in this session will include accountability, analyzing financial statements, auditing requirements and an update on the recent GASB statements.

HR and Payroll Process Using NextGen (Professional Certificate Program Elective Course or Continuing Education Course or Payroll/Personnel Elective Course)

Presenter: **CSI/McAleer**

Course Description: Learn how to utilize NextGen to organize and store the personnel and payroll data that you need for hiring, paying, and retaining your most valuable assets, see how to use Budget Work to forecast personnel salaries and benefits, update GL Budgets, and perform annual step and salary increases without impacting your live Payroll System. Course will give an overview of an integrated NextGen module that manages positions, not just employees, and streamlines the workflow between your HR and PR Departments.

Tuesday, February 9, 2010

8:00 – 11:30 a.m.

Investment of School Funds (Professional Certificate Program Core Course or Continuing Education Course)

Presenters: **David Smith**, AABO
Regions Bank

Course Description: This session will develop specifications for the selection of banking and other financial services, discuss the concepts of compensating balances, cash flow analysis, account analysis statement and investment guidelines. Session will also include discussion of state-wide procurement card program.

Payroll Withholdings and Tax Deposit Requirements (Professional Certificate Program Elective Course or Continuing Education Course or Payroll/Personnel Core Course)

Presenters: **Lynn Buch**, Tarrant City Schools
John Givens, IRS

Course Description: Understand the 941's, W-2's, tax deposit requirements, business expense accounting and other paperwork related to payroll. Be aware of the payroll function as it relates to automation, i.e. garnishments, and vendors. Understand the processing of workmen's compensation claims. Know the difference between 1099 and W-2 employees.

12:30 - 4:00 p.m. (Choose One):

Alabama Laws and Rules Related to School Finance and Administration (Professional Certificate Program Elective Course or Continuing Education Course or Payroll/Personnel Certificate Program Elective Course)

Presenters: **Larry Craven**, General Counsel, State Department of Education
Juliana Dean, Assistant Attorney General, State Department of Education
Dennis Heard, State Department of Education

Course Description: This course will provide an overview of all laws relating to school finance under Title 16 and the Administrative Code. Session will also cover AG Opinions and recent court rulings related to school finance and administration.

Alabama School Accounting System and Payroll Coding (Professional Certificate Program Elective Course or Continuing Education Course or Payroll/Personnel Core Course)

Presenters: **Russell Raney**, Cullman City Schools
Ethan Taylor, State Department of Education
Sonja Peaspanen, State Department of Education

Course description: What every school payroll/personnel should know about the State Accounting Manual and its relationship to their position in the school district. Learn how to account for payroll division of state, federal and local programs. A review of the new payroll codes for FY 2010.

New Parking Notice

Approximately one week 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 4, 2010 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.

The Professional Certificate Program 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).

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. After registering for the program, you will receive a map with the locations and phone numbers of other Tuscaloosa motels.

MEALS

A continental breakfast buffet will be available 8:00 – 9:00 a.m. on Monday, February 8 and 7:00 – 8:00 a.m. on February 9. Lunch will be provided on Monday 12:30 – 1:30 and on Tuesday 11:30 a.m. – 12:30 p.m. 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 Alice Guenther at aguenther1@ccs.ua.edu to request a copy of your transcript.

FURTHER INFORMATION

If you have questions or need more information, call Amanda Al-Betar, Program Manager, Professional and Management Development Programs, The University of Alabama at (205)-348-9966. You may fax her at 205-348-9276 or e-mail her at aalbetar@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. Your annual dues of \$50 (\$100 for CSFO) can be paid on this registration form. Membership cycles run from July 1, 2009-June 30, 2010.

Alabama Association of School Business Officials

Professional Certification Certificate Program, Certification Maintenance Continuing Education, and Payroll/Personnel Certificate Program

February 8-9, 2010
Bryant Conference Center
Tuscaloosa, Alabama

Program: #07-293-10
Brochure ID: 29310

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: \$35 Registration fee per course chosen

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

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

Card # _____ Exp. Date _____

Authorizing Signature _____

Purchase Order Number: _____

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:

Feb. 8, 2010 9:00 am-12:30 pm. (Choose One)

Budget and Financial Reporting I

Budgetary Accounting/Reporting Under NextGen

Feb. 8, 2010 1:30 – 5:00 p.m. (Choose One)

Budget and Financial Reporting II

HR and Payroll Process Using NextGen

Feb. 9, 2010 8:00 – 11:30 a.m. (Choose One)

Investment of School Funds

Payroll Withholdings and Tax Deposit Requirements

Feb. 9, 2010 12:30 – 4:00 p.m. (Choose One)

Alabama Laws and Rules Related to School Finance and Administration

Alabama School Accounting System and Payroll Coding

AASBO Membership Dues
(\$50 active members or \$100 CSFO)

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: _____

REGISTRATION

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

Original Purchase Orders are required for all orders received without a check

Faxed Registration forms will not be accepted unless accompanied by credit card payment.

AASBO Membership is required to attend this training session.