



# THE ALABAMA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

## AASBO CFSO Certificate Program

Core Curriculum  
(All 48 core hours are required)

1. Governmental Accounting Overview
2. Understanding Alabama Schools' Accounting System
3. Budget and Financial Reporting I
4. Budget and Financial Reporting II
5. Investment of School Funds
6. Capital Planning and Administration of Debt
7. Financial Planning I
8. Financial Planning II
9. School Management I
10. School Management II
11. Effective Communication
12. Using Alabama Accounting Software (Data Management)
13. School Law I
14. School Law II
15. Contracts and Purchasing
16. Managing Federal Programs Resources

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)

1. Employee Leave Laws (3 hours)
2. FLSA Wage and Hour (3 hours)
3. Employee Benefits and Employer Tax Reporting Requirements (3 hours)
4. Personnel Reporting (3 hours)
5. Alabama Schools Accounting System and Payroll Coding (3 hours)
6. Retirement and Insurance (3 hours)
7. School Law I (3 hours)
8. Employment Legal Issues
9. (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 6-7, 2012

Monday, February 6, 2012

9:00 a.m. – 12:30 p.m.

#### **Current Issues- Economic Update**

Professional Certificate Program Elective Course or Continuing Education Course or Payroll/Personnel Certificate Program Elective Course

Presenter: **Dr. Craig Pouncey**, State Department of Education  
**Dr. Sam Addy**, University of Alabama

Course Description: This course will look at the condition of the state and national economy and the impact on K-12 funding in the state. Session will include a discussion of the Education Trust Fund and the projections for 2012 and 2013. Course will also look the economic indicators of where our economy is heading over the next two years.

#### **Employee Benefits and Employer Tax Reporting**

Professional Certificate Program Elective Course or Continuing Education Course or Payroll/Personnel Core Course

Presenter: **Mary Nash**, American Fidelity  
**John Givens**, IRS  
**Dennis Heard**, ALSDE

Course Description: This course will cover the tax reporting requirements of a school district to include the 941's, W-2's, tax deposit requirements, business expense accounting and other paperwork related to payroll. Course will include information on deferred compensation plans (403(b) and 457) and the changes in the Section 125 plans (cafeteria plans). Session will also discuss E-Verify and I-9s in compliance with the new immigration law.

**1:00 p.m. – 4:30 p.m. (Choose One):**

**Risk Management**

Professional Certificate Program Elective Course or Continuing Education Course or Payroll/Personnel Certificate Program Elective Course

Presenter: **Dr. Dwight Hester**, ARMS  
**Bob Smith**, Department of Finance-Risk Management  
**Whitt Colvin**, Bishop, Colvin & Kent, LLP

Course Description: This program will review the types of insurance programs and coverage's available to school districts. Session will include general liability, errors and admissions, property and casualty and supplemental programs. Course will also cover the claims process and the liability exposure for school districts including FSLA claims.. This session will also include a component to discuss BOE compliance under the new immigration law as it relates to contracts and contractors.

**Alabama's Financial Management Software**

Professional Certificate Program Core Course or Continuing Education Course or Payroll/Personnel Certificate Program Elective Course

Presenter: **David Steelman**, CSI/McAleer  
**Russell Raney**, Cullman City Schools  
**Lynn Buch**, Tarrant City Schools  
**Karen Lusk-Smith**, Mountain Brook Board of Education

Course Description: This course is designed for all users of the NextGen financial software. The session will cover all basic information for both new and experienced users. Session will include general use of the financial application within the NextGen Software. Subjects will include: General Ledger, Accounts Payable, General Reporting, and Financial Reporting within the application.

Tuesday, February 7, 2012

**8:00 – 11:30 a.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.

### **The Tech Savvy School Business Official**

Professional Certificate Program Elective Course or Continuing Education Course or Payroll/Personnel Elective Course

Presenter: **Donna Williamson**, Mountain Brook Board of Education  
**Burt Lancaster**, CSI/McAleer

Course Description: A demonstration of the latest technology available for school business managers. Learn about the latest technology in the business environment and how it is being utilized to make the businesses more efficient and effective.

**12:00- 3:30 p.m. (Choose One):**

### **Financial Planning I**

Professional Certificate Program Core Course or Continuing Education Course

Presenter: **David Smith**, AASBO  
**Patrick Conner**, Tuscaloosa County Board of Education  
**Cathy Antee**, Hoover City Schools

Course Description: This two-part session will focus on the school budget planning process. The session will cover techniques and methods of developing the budget, to include development of a budget calendar, compilation and preparation, expenditure and revenue estimations and presenting effective budget presentations to your board.

### **Effective Payroll Practices**

Professional Certificate Program Elective Course or Continuing Education Course or Payroll/Personnel Elective Course

Presenter: **Jason Pond**, CSI/McAleer  
**Christy Mead**, Albertville City Schools  
**Sherry Hill**, Albertville City Schools  
**Jennifer Roemen**, Demopolis City Schools

Course Description: A look at the most efficient and effective practices being utilized by school districts in the processing of payroll. Practitioners will present how they utilize programs and applications to make the payroll process purely an electronic function.

## **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 3, 2012 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 will be available 8:00 – 9:00 a.m. on Monday, February 6th and 7:00 – 8:00 a.m. on February 7th. Lunch will be provided on Monday 12:30 – 1:00 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](mailto: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](mailto: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, 2011-June 30, 2012.

## **NEW 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

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

**February 6-7, 2012**  
**Bryant Conference Center**  
**Tuscaloosa, Alabama**

Program: # 07-337-12

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 \_\_\_\_\_

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

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 6, 2012 9:00 am-12:30 pm. (Choose One)**

Current Issues—Economic Update

Employee Benefits and Employer Tax Reporting

**Feb 6, 2012 1:00 – 4:30 p.m. (Choose One)**

Risk Management

Alabama's Financial Management Software

**Feb 7, 2012 8:00 – 11:30 a.m. (Choose One)**

Budget and Financial Reporting I

The Tech Savvy School Business Official

**Feb 7, 2012 12:00 – 3:30 p.m. (Choose One)**

Financial Planning I

Effective Payroll Practices

**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

***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.***

