



THE ALABAMA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

LOCAL SCHOOL FINANCIAL MANAGEMENT CERTIFICATE PROGRAM

OFFICE MANAGEMENT

- I. Knowing Your School/School District (3 hours)
- II. Working with People (3 hours)
- III. Understanding Your Role within School Administration (3 hours)

SCHOOL FINANCE

- IV. Principles of Accounting I (Basic Accounting for Local School Personnel) (6 hours)
- V. Principles of Accounting II (6 hours)
- VI. Elements of Local School Accounting I (3 hours)
- VII. Elements of Local School Accounting II (3 hours)
- VIII. Budget and Financial Reporting (3 hours)

MANAGEMENT & ADMINISTRATION

- IX. School Law (3 hours)
- X. Personnel Management (3 hours)

What is the Certificate in Local School Financial Management?

- The Certificate is designed to develop your professional knowledge, understanding and competence to a level where you will be able to contribute effectively in key areas of school financial administration.
- The program aims to provide you with a framework for developing and improving your own professional administrative practices within the organization you work.
- The program encourages you to think about what you do and how you do it within your job.
- The program promotes best practices within educational financial administration.

Who is the program for?

- The program is for participants with different levels of educational and local school financial management experience. The flexible structure of the program allows participants to focus on their particular learning needs in the context of their school.
- The Certificate is open to local school financial personnel interested in a starting point for further learning and increased knowledge in the field of school finance.



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Local School Financial Management Certificate Program
March 5-6, 2012

March 5, 2012

9:00 a.m. – 12:30 p.m.

Elements of Local School Accounting II

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.

1:00-4:30 p.m.

Principles of Accounting II

This six hour course will build on the previous Accounting I course and provide an introduction to governmental accounting. Participants will gain an understanding of general accepted accounting principles and the components of fund accounting. Participants will work problems related to recording of transactions in various funds, analysis of trial balances preparation of basic financial statements. Unit will also include financial reporting requirements for school districts.

March 6, 2012

8:00-11:30 a.m.

Principles of Accounting II (continued)

12:00-3:30 p.m.

Working with People

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. Participants will gain an understanding of their role with school administration and the limits of their authority.

REGISTRATION FEE

Registration fee for this two-day event is \$140. Registration fees should be paid upon registration by check or credit card.

LOCATION AND LODGING

The program 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. After registering for the program, you will receive a parking permit for the campus.

Lodging is the responsibility of each participant. Rooms may be reserved at the Hotel Capstone (adjacent to the Bryant Center) by calling 888-738-2444. Please identify yourself as a program participant when making reservations.

MEALS

A continental breakfast buffet will be available 8:00 – 9:00 a.m. on March 5 and 7:00 – 8:00 a.m. on March 6. Lunch will be provided on Monday 12:30 – 1:00 and on Tuesday 11:30 a.m. – 12:00 p.m. Evening dinner is on your own.

AASBO MEMBERSHIP DUES

In order to participate in the program, **you must be a member of the AASBO organization.** 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 can be paid on this registration form. Membership cycles run from July 1, 2011-June 30, 2012.

AASBO ANNUAL CONFERENCE

The AASBO Annual Conference is scheduled for May 8-11, 2012 at the Perdido Beach Resort in Orange Beach, Alabama. Conference registration is open to all members of AASBO. For additional information on the AASBO Conference and other AASBO Certificate Program, visit our website at www.aasbo.com

Alabama Association of School Business Officials
Local School Financial Management Certificate Program

March 5-6, 2012
Bryant Conference Center
Tuscaloosa, Alabama

Program: # 07-016-12

One registrant per panel; for multiple registrations, please duplicate this form.
[] Mr. [] Mrs. [] Ms.

Name First Last M. I.

Preference on Nametag

School Name

Personal Business Phone Personal Business Fax

E-mail address Job Title

Confirmation Mailing Address

City State ZIP

Billing Mailing Address Attn:

Address

City State ZIP

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:

Please select all that apply:

- [] I am a graduate of the AASBO Certificate Program
[] I am a graduate of the Payroll/Personnel Certificate Program
[] I am not a graduate of any AASBO Certificate Program

Method of Fee Payment: \$140 Registration fee

- [] Enclosed is a check in the total amount of \$140.00 made payable to: The University of Alabama.

AASBO Dues: \$50.00

AASBO dues run July 1, 2011-June 30, 2012
You must be an active member to take this course

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

Card#: _____

Exp. Date _____

Authorizing Signature: _____

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.**