



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 1-2, 2010

Upon registration for the Local School Financial Management Certificate Program, you will be assigned to either Group A or Group B. Classes will meet concurrently, and the group you are assigned will determine which class you attend at which time.

You must register for and attend the entire two-day program.

Class schedule is as follows. See course descriptions for additional details.

March 1, 2010

9:00 a.m. – 12:30 p.m.

Group A: Elements of Local School Accounting I

Group B: Principles of Accounting I

1:30-5:00 p.m.

Group A: Knowing Your School/School District

Group B: Principles of Accounting I (continued)

March 2, 2010

8:00-11:30 a.m.

Group A: Principles of Accounting I

Group B: Knowing Your School/School District

12:30-4:00 p.m.

Group A: Principles of Accounting I (continued)

Group B: Elements of Local School Accounting I

Course Descriptions:

Knowing Your School/School District (3 hour course)

- A. Presenting a Positive Image of Yourself and Your School
- B. Following School Policies and Procedures for Dealing with Parents and Students
- C. School's Purpose, Objectives, Structure, And Systems
 - 1. How Your School Is Funded
 - 2. AYP (Annual Yearly Progress)
 - 3. School Improvement Plans
 - 4. No Child Left Behind/Federal Programs
 - 5. State Report Card
 - 6. Graduation Exam
- D. Analyzing and Evaluating Information

The course is designed to give participants an overview of their school/school district in terms of its purpose, objectives, structure culture and systems. Discussion will focus on the impact that their conduct, attitude and professionalism have on the image of their school. Participants will gain an understanding of how following policies and procedures make the school a more effective and efficient organization.

Elements of Local School Accounting I (3 hour course)

- A. Accounting System
 - 1. Review Of Local School Financial Reporting Within District's Financials
 - 2. Public/Non-Public Funds
 - a. Classification
 - b. Regulations
 - 3. Account Codes
- B. Student Activity Fund Accounting
 - 1. Sources of Funds
 - 2. Management of Funds
 - 3. Expenditure of Funds
 - 4. Accounting Provisions

This session will provide an in-depth review of the purpose and use of the financial reports of the school/school district. Participants will gain an understanding of the standardized accounting structure for school districts, as well as the classification of school funds at the local school level and their proper uses and required reporting. Basic concepts of student activity fund accounting will be reviewed and effective management practices that make day-to-day financial operations more efficient will be discussed.

Principles of Accounting I (6 hour course)

- A. Introduction to Accounting Concepts and GAAP
 - 1. Quick Glance at the End Product – The Financial Statements
 - 2. The Role of Accounting and Bookkeeping in Local School Districts
 - 3. The Basic Underlying Accounting Assumptions
 - 4. The Accounting Equation
 - 5. The Rules of Debits and Credits
 - 6. Business Forms Used In Accounting
- B. The Accounting Cycle

This six-hour course is designed as an introduction to accounting concepts and principals. This course will provide a solid foundation of accounting knowledge that is critical for local school financial personnel. After completion of this course, participants should have an understanding of the basic accounting assumptions, principles and terminology used within the general accounting function.

REGISTRATION FEE

Pre-registration for the Local School Financial Management Certificate Program is required. Participants are required to attend all sessions during the two-day training. The registration fee for the two-day program is \$140.00 and **must** be paid at the time of registration. Registrations received without a check or original purchase order will not be accepted.

If registration cancellation is necessary, please contact The University of Alabama prior to February 15, 2010 and a full refund will be granted. Refunds cannot be made after a course has begun.

Registration for this program is limited to the first 300 registrations received. A waiting list will be implemented for all registrations over the first three hundred.

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 205-752-3200. 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 Monday, March 1 and 7:00 – 8:00 a.m. on March 2. 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.

AASBO MEMBERSHIP DUES

In order to participate in the Local School Financial Management 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, 2009-June 30, 2010.

AASBO ANNUAL CONFERENCE

The AASBO Annual Conference is scheduled for May 11-14, 2010 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 1-2, 2010
Bryant Conference Center
Tuscaloosa, Alabama

Program: # 07-294-10
Brochure ID: 29410

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

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

Check any that apply:

[] I am a graduate of the AASBO Professional Certificate Program

[] I am a graduate of the AASBO Payroll/Personnel Certificate Program

REGISTRATION FEES

\$140 Registration fee
\$50 AASBO Annual Dues (07-100-10)

[] Enclosed is a check in the total amount of \$190.00 made payable to: The University of Alabama.

[] Charge fee \$190.00 to my credit card:
[] MasterCard [] Visa
[] Discover [] American Express

Card#: _____

Exp. Date _____

Authorizing Signature: _____

Purchase Order Number: _____

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.