



# Alabama Association of School Business Officials

## February 5-8, 2024

- Professional Certificate Program
- Payroll/Personnel Certificate Program
- Purchasing/Procurement Certificate Program
- Continuing Education Courses

## Registration Options

Register by Mail  
 Registration Services  
 The University of  
 Alabama Box 870388  
 Tuscaloosa, AL 35487

Register by Phone  
 1-866-432-2015  
 1-205-348-3000

Please submit this entire page for your registration. For multiple registrations, please duplicate this form.

First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Last: \_\_\_\_\_

Preferred Name / Nickname: \_\_\_\_\_

School Name: \_\_\_\_\_

School System: \_\_\_\_\_

I work at a (Check One):  Elementary  Middle  High School  Central Office

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

How did you find out about this program? \_\_\_\_\_

School issued purchase order # \_\_\_\_\_ (Must include hard copy.)

Enclosed is a check for \$ \_\_\_\_\_ made payable to THE UNIVERSITY OF ALABAMA

Charge \$ \_\_\_\_\_ to credit card:  MasterCard  VISA  American Express  Discover

Card # \_\_\_\_\_ Exp. Date / \_\_\_\_\_

Security / Verification / CVV Code \_\_\_\_\_ (Three or four digit code on back or front of credit card.)

Need our STAARS Vendor Number? Please use VC000118827 for UA College of Continuing Studies. The University of Alabama is committed to complying with the Americans with Disabilities Act. Requests for accommodation of physical and/or dietary needs should be made at least 30 calendar days in advance of the program date. Please email your request to abergeron@ccs.ua.edu. A portion of the invoice amount for this program will go to the Capstone Lifelong Learning Foundation to support activities of The University of Alabama and the College of Continuing Studies.

## AASBO Membership Dues

Program #CS-2307-AASBODUES24-01  
*AASBO Membership is required to attend this training session.*

- \$50 Active Members
- \$100 CSFO
- \$10 SASBO Dues (optional)

Program # CS-2402-AASBO1-01

February 5-8, 2024

Bryant Conference Center  
240 Paul W. Bryant Dr. Tuscaloosa, AL 35487

\$150 Registration Fee

Please enroll me in the following:

### CSFO and Purchasing Certificate Program

Feb. 5, 2024, 9:00 am - 12:30 pm

1. General Session - ESSER Close Out/ Federal Programs

Feb. 5, 2024, 1:00-4:30 pm (Choose one)

2. RFP/Contract Development and Management I

3. Ethics for the SBO

Feb. 6, 2024, 9:00 am - 12:30 pm (Choose one)

4. Financial Planning II

5. Risk Management/Insurance Programs for School Systems

Feb. 6, 2024, 1:00 pm - 4:30 pm (Choose one)

6. Government Accounting Overview

7. School Business Operations II

8. New Payroll Workshop (*invitation only*)

### Payroll/Personnel Certificate Program

Feb. 7, 2024, 9:00 am - 12:30 pm

9. Employment Law

Feb. 7, 2024, 1:00 - 4:30 pm (Choose one)

10. Best Practices in Payroll/Personnel

11. New CSFO Workshop (*invitation only*)

Feb. 8, 2024, 9:00 am - 12:30 pm

12. Accounting System & Payroll Coding

Feb. 8, 2024, 1:00 - 4:30 pm

13. Current Issues in Payroll/Personnel

# aasbo.com

## February 2024 AASBO Program

Monday, February 5, 2023

9:00am-12:30pm

***CSFO/Purchasing Elective and Continuing Education***

- **General Session – ESSER Close Out/Federal Programs**  
***CSFO Elective and Continuing Education***

This session will provide information on several current issues related to educational funding for Alabama K-12 school districts. Topics to include an economic update on the condition of the national economy and the impact on education, discussion of the close out of ESSER funds and key issues in the upcoming legislative session.

1:00pm-4:30pm

- **RFP/Contract Development and Management I**  
***Purchasing Core Course and Continuing Education***

The two-part session will focus on developing, processing and management of bids and procurement contracts. Part I will focus on how bids/RFP should be written and processed to minimize mistakes and bidder protest. It will include the competitive process solicitation methods, writing the solicitation methods, writing the solicitation document, advertising, evaluating, and awarding/negotiating the bid. Part II will cover various information on contract law and management. It will include information on different types of contracts, elements of a contract, writing and interpreting contracts and contract administration.

- **Ethics for the SBO**  
***CSFO Elective and Continuing Education***

Financial professionals can uphold ethical standards in finance by staying educated, aware, and holding themselves to high standards. This session focuses on ethical requirements and how to keep public trust through ethical behavior. It is meant to help participants obtain needed ethics continuing education. The session will help participants understand where ethics requirements are stated, and how to find help in applying these requirements. We will consider the needs for ethical behavior and transparency. We'll also discuss pressures that may lead to unethical behavior, with relevant examples. We will review broad ethics principles and apply them to ethical decision making.

**Tuesday, February 6, 2024**

9:00am-12:30pm

- **Financial Planning II**  
***CSFO Core Course and Continuing Education***

This session will focus on the school budget monitoring process. Subjects include financial forecasting and projections, budget amendments, budget analysis techniques and sample reports being utilized for budget performance analysis.

- **Risk Management/Insurance Programs for School Systems**  
***CSFO Elective and Continuing Education***

Making sure your school system has the correct types of insurance coverage in the right amount is a key responsibility of school administration. This session will discuss the various types of insurance programs, coverages, and services available to Alabama K-12 public schools and potential exposure risk.

1:00pm-4:30pm

- **Government Accounting Overview**  
***CSFO Core Course and Continuing Education***

This course provides an overview of governmental accounting and financial reporting for local school districts. This session will review the specialized accounting rules, guidelines, and practices applicable to local school districts.

- **School Business Operations II**  
***Purchasing/Procurement Core Course and Continuing Education***

It is important that the school business official understands school business operations. This two-part session will provide an overview in key areas of school business, finance and management including a foundation of laws, policies and regulations that affect the day-to-day operations of a school business office.

- **New Payroll Managers** *(invitation only)*

Understanding Accounting Systems and Payroll Coding - this class will provide valuable information on state guidelines and procedures for proper account coding for the new Payroll Managers.

**Wednesday, February 7, 2024**

9:00am-12:30pm

- **Employment Law**  
***Payroll/Personnel Core Course and Continuing Education***

An in-depth review of the federal and state leave laws for education employees. Topics will include sick leave, personal leave, catastrophic, and military leave. Review of the requirements under the Family Medical Leave Act and discussion of other types of extended leave.

1:00pm-4:30pm

- **Best Practices in Payroll/Personnel**  
***Payroll/Personnel Continuing Education***

This course will provide a solution for automating employee on-boarding and discuss employee exit procedures. It will also include a refresher on ESS reporting procedures and payroll records and retention requirements.

- **New CSFO Training** *(invitation only)*

Understanding Budget Amendments and Indirect Cost - this class will provide the understanding of when and why a budget amendment should be prepared and understanding Indirect Cost. Also included will be due dates, MOE, 1 month reserve, CNP pass-thru, required reports and CIS funds from the SDE perspective.

**Thursday, February 8, 2024**

9:00am-12:30pm

- **Accounting System and Payroll Coding**  
***CSFO Core Course and Continuing Education***

This course provides an overview of payroll coding and the effect on state funding. A review of the accounting manual with focus on the coding component for personnel, monitoring the personnel budget, and monthly edit checks. The course will also review the reports and controls in the payroll software to streamline the process. Session will also include teacher certification and in-depth review of the LEAPS reporting for school districts. Session will cover all aspects of the reporting requirements and the conversion to funding allocations for the local district through the foundation program, including the importance of proper coding, certification, and experience reporting.

1:00pm – 4:30pm

- **Current Issues in Payroll/Personnel**  
***Payroll/Personnel Continuing Education***

This course will cover some current issues in payroll and personnel and how they may impact your district. Topics will include Fair Labor Standards Act (FLSA) updates, managing payroll and personnel records and 2024 Payroll Tax Update.



## AASBO Professional 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. Government Accounting, Budgeting and Accounting Update (formerly Budgeting and Financial Reporting II)
5. Cash Management
6. Facilities Management
7. Financial Planning I
8. Financial Planning II
9. Effective Communication
10. Alabama's Financial Management Software
11. Employment Law (formerly School Law I)
12. School Law
13. Contracts and Purchasing (Purchasing-Procurement Overview)
14. Managing Federal Programs
15. Elements of Taxation and Issuance of Debt
16. Utilizing Technology in School Business Management

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

## Payroll/Personnel Certificate Program

Core Curriculum

(All 24 core hours are required)

1. Employee Leave Laws
2. FLSA Wage and Hour
3. Employment Law (formerly School Law I)
4. Employment Legal Issues
5. Benefits and Tax Reporting
6. Accounting System and Personnel Reporting
7. Utilizing Technology in the Administration of Payroll/Personnel
8. Introduction to Payroll/Personnel Management

ELECTIVES: 6 elective hours are required

Electives vary as determined by the Certification Committee

## Purchasing/Procurement Certificate Program

Core Curriculum

(All 27 core hours are required)

1. School Business Operations I
2. School Business Operations II
3. Effective Business Communications
4. Purchasing and Procurement Overview (Contracts and Purchasing)
5. Ethics and Vendor Supply Relationships and Management
6. RFP/Contract Development and Management I
7. RFP/Contract Development and Management II
8. Financial Management Strategies and Data Driven Decision Making
9. Public Works Contracts

ELECTIVES: 3 elective hours are required. Electives vary as determined by the Certification Committee

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 fee is \$150.**

**LOCATION AND LODGING**

All courses will be held at the ***Bryant Conference Center*** located at 240 Paul W. Bryant Dr Tuscaloosa, AL 35487.

Lodging is the responsibility of each participant. Rooms may be reserved **online** by [clicking here](#) or via telephone by calling (205) 752-3200. Please identify yourself a part of the “**February AASBO**” group to receive the discounted rate via telephone.

**BLOCK NAME:** AASBO February 2024

**BLOCK DATES:** February 4 - 8, 2024

**LAST DAY TO BOOK IN BLOCK:** January 4, 2024

**Rate:** \$129 – Traditional room, Single King or Double Queen



How to use the link -- [Hotel Capstone - Reservations - Room Availability \(synxis.com\)](https://synxis.com/Hotel-Capstone-Reservations-Room-Availability)

- Hold down control and double click on the link above to open up the webpage
- Choose your date of arrival by clicking on “check-in” and departure in “check-out”; select “search”
- Select the room type you prefer by clicking on “Show Rooms” and it will drop down your available options
- Select “Book Now” for the room that fits your needs
- Complete your reservation by entering all requested information and click “Continue”; you will receive a confirmation number upon completion.
  - NOTE -- Only the dates above and room types contracted are available at the contracted rate -- rooms requested outside of your block dates or different room types are based on availability and at the prevailing rate.

Prefer to book by phone:

- Rooms in the block can be booked by calling 205-752-3200.
- The Agent will ask for an email address, so that we may email your confirmation letter. They will also be able to provide the confirmation number for you over the phone.
- Please be prepared with your payment method as it will be required to make a reservation over the phone.

## **PARKING**

Approximately three days before the AASBO program, you will receive an email with your parking permit attached for the Capstone Parking Deck. Guests will need to enter your parking pass code when you **enter** and **exit** the parking deck. If you have any problems, there is a call button near the speaker on the far right of the red access column and the call will go directly to Parking Services so they can access the gate. 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 breakfast will be available 8:00 – 9:00 a.m. and lunch will be provided daily 12:30-1:00 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.

## **FURTHER INFORMATION**

If you have questions or need more information, email Anna Clay Adams, AASBO Program Coordinator, The University of Alabama at [acadams7@ua.edu](mailto:acadams7@ua.edu) or call at (205)-348-6224.

## **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, 2023-June 30, 2024.

## **BILLING POLICY**

Registrations for AASBO 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.