



AASBO Local School Financial Management Certificate Program

Core Curriculum

(All 36 hours required to complete certificate)

(The **BOLDED** and underlined courses will be offered in the **November 2022 program**)

1. Principles of Accounting I (6-hour course)
2. **Principles of Accounting II (6-hour course)**
3. Knowing Your School/School District and Understanding Your Role in School Administration
4. Elements of Local School Accounting I
5. **Elements of Local School Accounting II**
6. **Effective Communication/Working With People**
7. School Law
8. Personnel Management
9. Budget and Financial Reporting
10. Utilizing Technology in Local School Financial Management

Local School Financial Management Program

PURPOSE:

To assist in the development of professional knowledge, understanding and competency to enable local school financial personnel to contribute effectively to key areas of school administration.



Local School Financial Management Certificate Program November 14-15, 2022

Monday, November 14, 2022

9:00-12:30

- **Elements of Local School Accounting II**
LSFM Core Course and Continuing Education

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.

Speakers: Karen Lusk-Smith - AASBO
Linda McGhee - AASBO
Jan Swiderski – Auburn City Schools

- **Best Practices in Local School Finance**
LSFM Elective Course and Continuing Education

This session will include processes and procedures that systems should be utilizing for a more productive and efficient workplace in the local school setting. It will include best practices for month end procedures, classroom instructional supply management and online payment options.

Speakers:
Melanie Maples – Retired CSFO
Connie Wallace – Retired CSFO
Michele McCay – Hoover City Schools

1:00-4:30

- **Principles of Accounting II, Part I**
LSFM Core Course and Continuing Education

This course is designed as an introduction to accounting concepts and principles. 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 functions.

Speaker: Christopher White, Assistant Vice Chancellor and Controller for AUM

- **Current Issues for Local Schools**
LSFM Elective Course and Continuing Education

This session will provide information on some of the current issues and topics in local school accounting. Topics in this session will include accounting procedures for fixed assets and supplemental inventory, compliance with state and federal procurement requirements and an update on federal funding for local school programs.

Speakers: Leslie Poe – Talladega City Schools
Kelley Augsburger – Auburn City Schools
Connie Wallace – Retired CSFO

Tuesday, November 15, 2022

9:00-12:30

- **Principles of Accounting II, Part II**
LSFM Core Course and Continuing Education

This course is designed as an introduction to accounting concepts and principles. 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 functions.

Speaker: Christopher White- Assistant Vice Chancellor and Controller for AUM

- **NextGen – Local Schools**
LSFM Elective Course and Continuing Education

Understanding and knowing the ins and outs of the software can provide a more efficient and productive work environment. This session will discuss the software from the local school bookkeeper's perspective. The areas that will be covered will include accounts payable, bank reconciliations, allocation tracking, emailing purchase orders, and utilizing E-school payments. It will also allow time for a question-and-answer session.

Speaker: Janet Cowart – Harris School Solutions

1:00-4:30

- **Effective Communication/Working with People**
LSFM Core Course and Continuing Education

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. Session will also discuss the impact that their conduct, attitude, and professionalism have on the image of their school.

Speaker: Dr. Hannah George, The University of Alabama

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).

Purchasing Procurement Certificate Program Graduates—all courses will count toward your Professional Certification maintenance requirement of 9 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 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 a part of the CCS-AASBO group to receive the discounted rate.

BLOCK NAME: **CCS-AASBO November 2022 Room Block**

BLOCK DATES: **November 13-15, 2022**

Rate: \$129

<https://gc.synxis.com/rez.aspx?Hotel=21565&Chain=8579&arrive=11/13/2022&depart=11/16/2022&adult=1&child=0&group=221113AASBO>

(If you experience trouble selecting the link, please copy and paste it into your internet browser)

How to use the link –

- Hold down control and 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 their 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.
- Or use code 221113AASBO on www.hotelcapstone.com

Prefer to book by phone:

- Rooms in the block can be booked by calling 205-752-3200. Ask for the block with the corresponding dates.
- 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.
- 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 confirmation 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.

CONTINUING PROFESSIONAL EDUCATION for CPA's

Courses will be submitted for approval by the Alabama Board of Public Accountancy.

TRANSCRIPTS

Please contact Anna Clay Adams at acadams7@ua.edu to request a copy of your transcript.

FURTHER INFORMATION

If you have questions or need more information, call Anna Clay Adams, AASBO Program Coordinator, The University of Alabama at (205)-348-6224. You may e-mail her at acadams7@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, 2022-June 30, 2023.

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.



Registration Options

Register by Mail	Register by Phone
Registration Services	1-866-432-2015
The University of Alabama	1-205-348-3000
Box 870398	
Tuscaloosa, AL 35487	

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.

November 14-15, 2022

AASBO Membership Dues

Program #CS-2207-AASBODUES23-01

AASBO Membership is required to attend this training session.

- \$50 Active Members
- \$100 CSFO

Local School Financial Management Certificate Program and Continuing Education

Program # CS-2211-LSFM-01
November 14-15, 2022 • Bryant Conference Center
240 Paul W. Bryant Drive, Tuscaloosa, AL 35401

- \$150 Registration Fee

Select from the following. I am:

- AASBO Certificate Program Graduate
- Payroll/Personnel Certificate Program Graduate
- Local School Financial Management Graduate
- NOT a graduate of these programs

Please enroll me in the following:

November 14, 2022, 9 a.m.-12:30 p.m. (Choose one)

- 1. Elements of Local School Accounting II (CORE COURSE)
- 2. Best Practices in Local School Finance (CONTINUING EDUCATION COURSE)

November 14, 2022 1:00-4:30 p.m. (Choose one)

- 3. Principles of Accounting II, Part 1 (CORE COURSE)
- 4. Current Issues for Local Schools (CONTINUING EDUCATION COURSE)

November 15, 2022 9 a.m.-12:30 p.m. (Choose one)

- 5. Principles of Accounting II, Part 2 (CORE COURSE)
- 6. NextGen - Local Schools (CONTINUING EDUCATION COURSE)

November 15, 2022, 1:30-4:30 p.m.

- 7. Effective Communication/Working with People (CORE COURSE)