



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. Budget 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
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

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
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**

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.

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
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

PURPOSE

To provide school purchasing and procurement personnel with the knowledge and skills necessary to implement sound procurement practices including the decision-making process and a working knowledge of the rules, principles, and procedures for government for governmental purchasing as it applies to Alabama Local Education Agencies (LEAs).

Monday, September 19, 2022

9:00 am - 12:30 pm

○ **Employee Leave Laws**

Payroll/Personnel Core Course and Continuing Education

An in-depth review of the federal and state leave laws for education employees. Topics to 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 leaves.

- FMLA/Leave of Absence/OJI
- Sick Leave/Catastrophic /Military
- Practitioner- Sick Leave Bank Policies and Procedures

1:00 - 4:30 pm

○ **Understanding Your Role as a Payroll Manager**

Payroll/Personnel Elective Course and Continuing Education

The course is designed to give participants an overview of their school/school district in terms of its purpose, objectives, structure culture and systems. Participants will gain an understanding of their role as a payroll manager and how following policies and procedures make the school a more effective and efficient organization.

- Overview Payroll Manager's Role
 - Communication/Internal Controls/Documentation/Audits
 - How Personnel Cost Impact Budget
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- **New Payroll Mentoring Session (Payroll Year End Close) (Invitation Only)**
 - Utilizing Technology
 - Preparation for Year End Close
 - Utilizing the Software
 - Calendar YEC
 - W-2 Processing



Alabama Association of
School Business Officials

Tuesday, September 20, 2022

9:00 am - 12:30 pm

- **Benefits and Tax Reporting**
Payroll/Personnel Core Course and Continuing Education

This session provides an in-depth overview of what payroll/personnel employees should know about employer benefits program for Alabama school districts. Topics include TRS, PEEHIP, deferred compensation plans, Section 125 programs and other benefit programs. This course will also 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.

- TRS, PEEHIP and Deferred Compensation Plans
- Section 125 Programs
- Tax Reporting Requirements
- Worker Classification
- IRS Guidelines

- **Best Practices in Payroll/Personnel Management**
Payroll/Personnel Elective and Continuing Education

This course will provide a refresher on RSA Portal, and LEAPS procedures. There will also be a discussion on how to utilize your payroll calendars to assist with RSA portal procedures.

- Reporting for RSA Portal
- RSA Portal and Payroll Calendar Procedures
- LEAPS Preparation and Process in NextGen



1:00 - 4:30 pm

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

This session will review the payroll fiscal and calendar year closing and opening procedures, implementation of the pay raise and a refresher for Fund 38 reconciliation.

- Payroll Fiscal Year End and Opening New Fiscal Year
 - Payroll Calendar Year End and Opening New Calendar Year
 - Implementing the Pay Raise in NextGen
 - Procedures for Handling Overpayments in NextGen
 - Understanding Fund 38
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- **New CSFO Mentoring Session (Year End Close)** *(Invitation Only)*
 - Preparation for YEC
 - Utilizing the Software for YEC
 - SDE Edits/Compliance-
 - Desk Review
 - Supplemental Reports
 - Common Errors
 - E-GAP/Federal Programs
 - MOE
 - Financial Reporting Requirements
 - SDE Uploads/Required Reports
 - Fund Balance (Deficit and One-month)
 - Other Topics
 - CNP Pass-thru
 - LEAPS

Wednesday, September 21, 2022

9:00 am - 12:30 pm

○ **Current Issues in School Finance**

CSFO Elective Course and Continuing Education

This course will focus on current issues in school finance in school districts related to E-Gap Applications, Career Tech allocations and allowable expenditures. There will also be an ETF update.

- E-Gap 2.0
- Career Tech
- ETF Update

○ **Effective Business Communications**

Purchasing/Procurement Core Course and Continuing Education

Effective Communication is an essential component of organizational success whether it is at the departmental or organizational level. Being able to communicate effectively and in a professional manner is a necessary and vital part for every school business official. This course is designed to improve your communication as it addresses basic communication skills, effective oral communication, public speaking, utilization of email and technology as a communication tool and more. Learn techniques and strategies to send clear messages, create credibility and develop strategic communications.

- Basic elements of the communication process
- Communication Strategies, Preferences and Adaptability
- Active Listening
- Clarifying Feedback
- Tips for Presentations
- E-mail/Social Media Communication

1:00 - 4:30 pm

○ **Elements of Taxation and Issuance of Debt**

CSFO Core Course and Continuing Education

This course will provide an overview of the local taxes applicable to school districts. This session will also include a section on debt financing for Alabama school districts.

Discussion will include the legal and practical issues related to debt issuance, general borrowing options available to school districts, and the procedure process for borrowing.

- Guideline and Procedures for Financing Debt
- Financing Debt
- Short Term Borrowing
- Managing Debt

○ **Public Works Contracts**

Purchasing/Procurement Core Course and Continuing Education

This session will provide an overview of the Public Works Law and the requirements and procedures for contract administration for public works projects for school districts.

- What is a Public Works Project?
- Public Works Procedures and Requirements
- Division of Construction Management
- Contract Administration



Alabama Association of
School Business Officials

Thursday, September 22, 2022

9:00 am - 12:30 pm

○ **Facilities Management**

CSFO Core Course and Continuing Education

Course will focus on school facility management and operations. Effective school facility management protects the capital investments and provides an enhanced learning environment for students and teachers. Topics will include planning, budgeting, and purchasing for facility management, environmental issues, the capital planning process and standards and procedures of the Alabama Division of Construction Management.

- Capital Planning
- Financial Planning and Budgeting
- Alabama Division of Construction Management Procedures
- Facility Management and Operations

○ **Best Practices in School Finance**

CSFO Elective Course and Continuing Education

This course will provide procedures and tools for school finance management. There will be discussions on inventory management, ESSER record keeping and investing funds.

- Fixed Asset and Inventory Procedures and Management Tools
- Record Keeping for ESSER funds
 - Tracking expenditures, budgets, and budget amendments
 - Documentation for monthly draw requests
 - Time & effort documentation
 - Inventory documentation
 - Tips for preparing for state ESSER monitoring
- Investing Funds
 - RFP for Investing Funds
 - What You Need to Know When Evaluating Bank Proposals

1:00 - 4:30 pm

- **Alabama's Financial Management Software**
CSFO Core Course and Continuing Education

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, Payroll, General Reporting, and Financial Reporting within the application. Course will also review the enhancements and reporting capabilities in the software.

- NextGen Applications, Functionalities and Enhancements
 - Budgetary
 - Payroll
 - Personnel
- Utilizing NextGen Reporting Functions

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 SEPT 2022 Room Block](#)

BLOCK DATES: **September 18-September 22, 2022**

LAST DAY TO BOOK IN BLOCK: **August 19, 2022**

Rate: **\$129**

<https://gc.synxis.com/rez.aspx?Hotel=21565&Chain=8579&arrive=9/18/2022&depart=9/22/2022&adult=1&child=0&group=220918AASBO>

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 [220918AASBO](#) 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 do not receive the parking email by September 16th please contact Anna Clay Adams at acadams7@ua.edu.

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 continental 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.

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.



Alabama Association of School Business Officials

September 19-22, 2022

- 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 870398
 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-2207-AASBODUES23-01
AASBO Membership is required to attend this training session.

- \$50 Active Members
- \$100 CSFO

Program # CS-2209-AASBO1-01

September 19-22, 2022
 The Bryant Conference Center
 240 Paul W. Bryant Dr. Tuscaloosa, AL 35487

\$150 Registration Fee

Please enroll me in the following:

Sept. 19, 2022, 9:00 am - 12:30 pm (Choose one)

1. Employee Leave Laws

Sept. 19, 2022, 1:00 - 4:30 pm (Choose one)

2. Understanding Your Role as a Payroll Manager

3. New Payroll Mentoring - Year End Close
 (Invitation Only)

Sept. 20, 2022, 9:00 am - 12:30 pm (Choose one)

4. Benefits and Tax Reporting

5. Best Practices in Payroll/Personnel Management

Sept. 20, 2022 1:00 - 4:30 pm (Choose one)

6. Current Issues in Payroll/Personnel

7. New CSFO Mentoring - Year End Close
 (Invitation Only)

Sept. 21, 2022 9:00 am- 12:30 pm (Choose one)

8. Current Issues in School Finance

9. Effective Business Communication

Sept. 21, 2022 1:00 - 4:30 pm (Choose one)

10. Elements of Taxation and Issuance of Debt

11. Public Works Contracts

Sept. 22, 2022 9:00 am - 12:30 pm (Choose one)

12. Facilities Management

13. Best Practices in School Finance

Sept. 22, 2022 1:00 - 4:30 pm (Choose one)

14. Alabama's Financial Management Software

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