



Registration Options

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

Register by Phone
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 abergeon@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 4-5, 2024

AASBO Membership Dues

Program #CS-2407-AASBODUES25-01

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-2411-LSFM01-01

November 4-5, 2024 • Bryant Conference Center
240 Paul W. Bryant Drive, Tuscaloosa, AL 35401

- \$150 Registration Fee

Please enroll me in the following:

November 4, 2024 9 a.m.-12:30 p.m. (Choose one)

- 1. School Law (CORE COURSE)
- 2. Current Issues in Local School Finance (CONT. ED.)

November 4, 2024 1:00-4:30 p.m. (Choose one)

- 3. Personnel Management (CORE COURSE)
- 4. Best Practices in Local School Finance (CONT. ED.)

November 5, 2024 9 a.m.-12:30 p.m. (Choose one)

- 5. Budget and Financial Reporting (CORE COURSE)

- 6. NextGen Session for Local Schools (CONT. ED.)

November 5, 2024 1:00-4:30 p.m.

- 7. Utilizing Technology in Local School Financial Management (CORE COURSE)

aasbo

Alabama Association of
School Business Officials

**Local School Financial Management Certificate Program
November 2024**

Monday, November 4, 2024

9:00am - 12:30pm

- **School Law**

(LSFM Core Course & Continuing Education)

This course will cover the laws and guidelines relating to public education. Topics will include laws related to public records, the Alabama competitive bid law, employment law, ethics law and copyright issues.

- **Current Issues in Local School Finance**

(LSFM Continuing Education)

This course will discuss common school fraud schemes and examine effective strategies to prevent, deter, and detect fraud. In addition, this session will focus on ethical behavior and internal controls for school support activities.

12:30pm – 1:00pm – ***Lunch Provided***

1:00pm - 4:30pm

- **Personnel Management**

(LSFM Core Course & Continuing Education)

On completion of this course the candidate should understand laws, guidelines and procedures related to personnel. Topics will include the employment process, evaluations, and employee leave. Discussion of wage and hours issues, as well as contractor vs. employee (W-2/1099) will also be covered.

- **Best Practices in Local School Finance**

(LSFM Continuing Education)

This session will provide discussions of some best practices in local school financial procedures. Topics will include month end close, account coding, public vs. non-public and classroom instructional supply (CIS) funds.

Tuesday, November 5, 2024

9:00am - 12:30pm

- **Budget and Financial Reporting**

(LSFM Core Course & Continuing Education)

This session will discuss the purpose, principles, and application of budgetary accounting in the local school environment. Candidates will gain an understanding of the local and state requirements for local school financial reporting.

- **NextGen Session for Local Schools**

(LSFM Continuing Education)

This session will review the software side of the local school activity fund accounting. Discussion will include adding and modifying vendors, purchase order entry, invoice entry process, A/P check processing, general ledger transactions, and receipt module.

12:30pm – 1:00pm – ***Lunch Provided***

1:00pm - 4:30pm

- **Utilizing Technology in Local School Financial Management**

(LSFM Core Course & Continuing Education)

This course will discuss the different users and uses of information in a school as well as ways to manage information resources. Topics include utilizing the tools in the monetary management software, time management and technology tools available to improve the efficiency and effectiveness of administrative procedures and processes.

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 NOV 2024](#)

BLOCK DATES: [November 3 – November 5, 2024](#)

LAST DATE TO BOOK: [October 4, 2024](#)

RATE: [\\$134 – Traditional Double Queen or Traditional Single King Room](#)

Here is the link: [CCS-AASBO NOVEMBER 2024 BOOKING LINK](#)

- Should you not show up on your listed arrival date and not cancel your reservation, you are responsible for this charge and will lose the rest of your reservation.

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.

Prefer to book by phone:

Rooms in the block can be booked by calling 205-752-3200. Ask for the [CCS-AASBO NOV 2024](#) room block or **Block Code: 241103AASB** with the corresponding dates: [11/03/24 – 11/05/24](#).

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.

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, 2023-June 30, 2024.

BILLING POLICY

Registrations for OTIDE 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.

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).