



Alabama Association of School Business Officials

September 18-21, 2023

- 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-2309-AASBO1-01

September 18-21, 2023

Hyatt Regency Birmingham

1000 Galleria Cir

Hoover, AL 35244

\$150 Registration Fee

Please enroll me in the following:

Payroll/ Personnel Certificate Program

Sept. 18, 2023, 9 am - 12:30 pm

1. Payroll/Personnel - General Session

Sept. 18, 2023, 1:00-4:30 pm

2. Employment Legal Issues (Core)

Sept. 19, 2023, 9 am - 12:30 pm (Choose one)

3. IRS and Social Security Regulations

4. New Payroll Workshop (by invitation only)

Sept. 19, 2023, 1:00 - 4:30 pm (Choose one)

5. Intro to Payroll/Personnel Management (Core)

6. New CSFO Workshop (by invitation only)

CSFO and Purchasing Certificate Program

Sept. 20, 2023, 9:00 am - 12:30 pm

7. CSFO/Purchasing - General Session

Sept. 20, 2023, 1:00 - 4:30 pm

8. Understanding AL School's Accounting System (Core)

9. Current Issues in School Business and Finance

Sept. 21, 2023, 9:00 am - 12:30 pm

10. School Business Operations I (Core)

11. Financial Updates

Sept. 21, 2023, 1:00 - 4:30 pm

12. Government Accounting, Budgeting and Accounting Update (Core)

13. Financial Management Strategies and Data Driven Decision Making (Core)

aasbo.com

AASBO September 2023 Program

September 18-19 Payroll Certificate Courses

Monday, September 18, 2023

9:00 am - 12:30 pm

General Session (Elective/Continuing Education)

This session will include an update to the RSA-1 plan and information on a new software package, file format changes and procedures. RSA and Harris Solutions will also cover RSA Contributions Issues and Troubleshooting and NextGen Solutions for RSA Reporting and Contributions.

1:00 pm - 4:30 pm

Employment Legal Issues (Payroll Core Course)

This course is designed for all school business officials including CSFOs, HR managers, payroll personnel and others involved in the employment process. This session will focus on current issues in employment law, both state and federal issues. Topics will include issues related to tenure law, salary schedule issues, dual employment, transfers, suspensions, reduction in force policies, and other current issues related to employment.

Tuesday, September 19, 2023

9:00 am - 12:30 pm

IRS and Social Security Regulations, Procedures, and Services (Elective/Continuing Education)

This session will cover several IRS guidelines and reporting requirements including federal, state and local employment tax, 941 reporting, worker classification, 1099 reporting, fringe benefits, pension liability, ACA and other topics. Information on Social Security programs, services and benefits will also be provided.

***New Payroll Manager Workshop* (Invitation Only)**

This session will include the year end close process from the Payroll Managers perspective. It will include information on LEAPS reporting from the SDE perspective, all procedures to be performed and utilizing the software for the fiscal YEC. Discussion on the calendar year-end close and the W-2 process.

1:00 pm - 4:30 pm

Introduction to Payroll/Personnel Management (Payroll Core Course)

This course will provide an overview of how a payroll/personnel department functions in a school district. The session will focus on the key areas in payroll/personnel management including teacher certification, LEAPS, and other state and federal personnel issues.

***New CSFO Workshop* (Invitation Only)**

This session will include the preparation and processes to follow for the YEC from a CSFO perspective as well as the SDE compliance and edit review. Discussion for financial reporting requirements including SDE uploads, required reports and the fund balance requirements. Other topics will include the CNP pass-thru and LEAPS.

September 20-21 CSFO/Purchasing Certificate Courses

Wednesday, September 20, 2023

9:00 am - 12:30 pm

General Session (Elective/Continuing Education)

This session will provide discussion on educational funding issues at both the state and national level. Session will include a Washington update on the FY 24 federal budget, discussion of state legislative acts from the 2023 session and key budget issues for the 2024 session.

1:00 pm - 4:30 pm

Understanding Alabama School's Accounting System (CSFO Core Course)

This session addresses the issues of school funding for school districts in Alabama. This course will include state and federal funding allocation formulas, fiscal accountability law, financial reporting, and the Alabama school accounting manual.

Current Issues in School Business and Finance (Elective/Continuing Education)

This session will include information on several current issues and the best practices utilized to stay in compliance with current state guidelines. Discussions will include OSR allocations, procedures, and communication strategies from the CSFO perspective. The year-end close process and troubleshooting the edits from the SDE perspective. Also, included will be the latest updates on cyber security prevention techniques for school districts.

Thursday, September 21, 2023

9:00 am - 12:30 pm

School Business Operations I (Purchasing Core Course)

It is important that the school business official understands school business operations. This two-part session will provide an overview of 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.

Financial Updates (Elective/Continuing Education)

Topics to be discussed in this session include guidance on new GASB pronouncements, 2023 changes to the Alabama Competitive Bid Law and Public Works Law and information on Act 2023-389 K-12 Capital Grants Program.

1:00 pm - 4:30 pm

Government Accounting, Budgeting and Accounting Update (formerly Budget and Financial Reporting II) (CSFO Core Course) – Christopher White

This course will focus on current and proposed standards, guidance, and regulatory requirements involving governmental accounting, auditing, and budgeting as it pertains to school districts. The topics covered will come from a variety of standard-setting agencies including Governmental Accounting Standards Board (GASB) and Governmental Accountability (GAO) [auditing and internal controls].

Financial Management Strategies and Data Driven Decision Making (Purchasing Core Course)

Financial management is essential for all areas of school business including those with or without an accounting background. Now more than ever, school business officials must synchronize the actions of business units and the goals of the school district so that the educational resources are expended in the most efficient manner possible, especially in the classroom. This session will address financial management techniques for developing long range plans and making management decisions based on school district data, plans and goals.

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 Hyatt Wynfrey located at 1000 Galleria Cir Hoover, AL 35244.

Lodging is the responsibility of each participant. Rooms may be reserved **online** by [clicking here](#) or at the Hyatt via telephone by calling (205) 705-1234. Please identify yourself a part of the “G-ASBO” group to receive the discounted rate via telephone.

BLOCK NAME: AASBO September 2023 Program

BLOCK DATES: Sunday, September 17th - Thursday, September 21st

LAST DAY TO BOOK IN BLOCK: AUGUST 29th

Rate: \$149– Traditional room, Single King or Double Queen

PARKING

The Hyatt offers valet parking and self-parking, either on their outdoor parking deck or on two levels of parking beneath the hotel. Valet parking is \$25 per night and self-parking is \$19 per night. Please note that complimentary parking is available in the Riverchase Galleria parking lot.

MEALS

A breakfast will be available daily, and lunch will be provided on Monday, September 18th and Wednesday, September 20th. Lunch on Tuesday, September 19th and Thursday, September 21st will be on your own in the Galleria Food Court.

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 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.