



Registration Options

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

Register by Phone
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-2407-AASBODUES25-01
AASBO Membership is required to attend this training session.

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

Program # CS-2409-AASBO1-01

September 16-19, 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

Sept. 16, 2024, 9:00 am-12:30pm

[] 1. CSFO/Purchasing General Session

Sept. 16, 2024, 1:00pm-4:30pm (Choose one)

- [] 2. Managing Federal Programs
[] 3. RFP/Contract Development and Management II

Sept. 17, 2024, 9:00am-12:30pm

[] 4. Current Issues in School Finance

Sept. 17, 2024, 1:00pm-4:30pm (Choose one)

- [] 5. Utilizing Tech in School Bus. Management
[] 6. Best Practices in Financial Management
[] 7. New Payroll Workshop (invitation only)

Payroll/Personnel Certificate Program

Sept. 18, 2024, 9:00am-12:30pm

- [] 8. Current Issues in Payroll
[] 9. New CSFO Workshop (invitation only)

Sept. 18, 2024, 1:00pm-4:30pm

[] 10. Year End Procedures & Preparing for Auditors

Sept. 19, 2024, 9:00am-12:30pm

[] 11. FLSA Wage & Hour

Sept. 19, 2024, 1:00pm-4:30pm

[] 12. Benefits & Tax Reporting



September 2024 AASBO Program

Monday, September 16, 2024

9:00am-12:30pm

- **CSFO/Purchasing General Session**

CSFO Elective and 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 FY25 federal budget and discussion of new educational funding formula. A presentation on fraud and ethics for CSFOs will also be included in this session.

12:30pm-1:00pm

- **Lunch Provided**

1:00pm-4:30pm

- **Managing Federal Programs**

CSFO Core Course and Continuing Education

This course will cover the information that CSFOs and financial managers should know about managing federal programs. This course will include a review of the financial, as well as the program requirements for each federal program allocation. Key topics will include E-Gap, Maintenance of Effort and Indirect Cost.

- **RFP/Contract Development and Management II**

Purchasing Core Course and Continuing Education

This two-part course will focus on developing, processing and management of bids and procurement contracts. 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.

Tuesday, September 17, 2024

9:00am-12:30pm

- **Current Issues in School Finance**

CSFO Elective and Continuing Education

This session will provide an update on the FY25 Pre-K Program, discussion of recently passed legislation related to school administrator's contracts, experience credit for paraprofessionals and board compensation. The session will also discuss some of the common questions related to public works contracts and the competitive bid law.

12:30pm-1:00pm

- **Lunch Provided**

1:00pm-4:30pm

- **Utilizing Technology in School Business Management**

CSFO Core Course and Continuing Education

The day-to-day details of managing the business operations of a school district can overwhelm the average School Business Official. As a SBO it is vital that you understand and use advanced technologies to manage your operations. Technology can help increase business efficiency, effectiveness and improve organization. This session will discuss the technology and tools available to SBOs to help automate the business process.

- **Best Practices in Financial Management**

CSFO Elective and Continuing Education

This course will provide discussion of some best management practices in school finance. There will be a panel discussion on software applications for improving financial management, a review and discussion of converting your financials into GASB format and an overview of the new ALSDE personnel application software.

- **New Payroll Managers 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.

Wednesday, September 18, 2024

9:00am-12:30pm

- **Current Issues in Payroll**

Payroll/Personnel Continuing Education

This session will provide information on several current issues in payroll/personnel to include the new ALSDE personnel application software, procedures for NextGen RSA/PEEHIP, Fund 38 and bank reconciliations. A review of military pay and other retirement procedures will also be covered.

- **New CSFO's Workshop – Year End Close Procedures** *(invitation only)*

This session will include the preparation and processes to follow 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.

12:30pm-1:00pm

- **Lunch Provided**

1:00pm-4:30pm

- **Year End Procedures and Preparing for the Auditors**

Payroll/Personnel Continuing Education

This session will review information that is needed for understanding LEAPS, year-end payroll accruals and calculating compensated balances for GASB, and auditing tips to help make the audit more efficient for you and the auditor.

Thursday, September 19, 2024

9:00am-12:30pm

- **FLSA Wage and Hour**

Payroll/Personnel Core Course and Continuing Education

This session will include an in-depth review of the Fair Labor Standards Act and a review of the regulations regarding exempt employees, overtime issues, dual employment and other wage and hour issues related to school boards.

12:30pm-1:00pm

- **Lunch Provided**

1:00pm-4:30pm

- **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.

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 “**CCS-AASBO Sept 2024**” group to receive the discounted rate via telephone.

BLOCK NAME: CCS-AASBO SEPT 2024

BLOCK DATES: September 15 – September 19, 2024

LAST DATE TO BOOK: August 16, 2024

RATE: \$134 – Traditional Double Queen or Traditional Single King Room

[CCS-AASBO SEPTEMBER BOOKING LINK](#)

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 SEPT 2024** room block or **Block Code: 240915CCSA** with the corresponding dates: **09/15/24 – 09/19/24**.

- 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 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 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.