



Alabama Association of School Business Officials

February 10-13, 2025

- 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
 1-205-348-3000

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-2502-AASBO1-01

February 10-13, 2025

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

Feb. 10, 2025, 9:00 am - 12:30 pm
 1. Economic Trends, SDE Updates, & AI Solutions

Feb. 10, 2025, 1:00 - 4:30 pm (Choose one)
 2. Ethics and Vendor Supply Relationships & Management
 3. Navigating Issues in School Finance

Feb. 11, 2025, 9:00 am - 12:30 pm (Choose one)
 4. Financial Planning I
 5. Strategic Budgeting

Feb. 11, 2025, 1:00 pm - 4:30 pm (Choose one)
 6. Effective Communication
 7. Best Practices: Transfers, Card Payments, & CNP
 8. New Payroll Workshop

Payroll/Personnel Certificate Program

Feb. 12, 2025, 9:00 am - 12:30 pm
 9. Employee Leave Laws

Feb. 12, 2025, 1:00 - 4:30 pm (Choose one)
 10. Best Practices in Payroll/Personnel
 11. New CSFO Workshop

Feb. 13, 2025, 9:00 am - 12:30 pm
 12. Utilizing Tech in Administration of Payroll

Feb. 13, 2025, 1:00 - 4:30 pm
 13. Current Issues in Payroll/Personnel

aasbo.com



February 2025 AASBO Certificate Program

Monday, February 10, 2025

9:00am - 12:30pm

- **Economic Trends, SDE Updates and Cutting-Edge AI Solutions General Session**
CSFO/Purchasing Elective and Continuing Education

As school finance leaders face mounting challenges, staying informed is critical. This session will provide an economic update that explores the current economic landscape, labor markets and state and federal budgets. Essential guidance will also be provided on regulatory changes, funding and compliance issues impacting schools. The session will also explore advanced technologies, focusing on how AI-powered tools like co-pilots can streamline financial processes.

1:00pm - 4:30pm

- **Ethics and Vendor Supply Relationships and Management**
Purchasing Core Course and Continuing Education

Public purchasing and the expenditure of public funds require that ethical standards be incorporated into every aspect of the school district's purchasing function. This course will focus on vendor/contractor relationships and the code of ethics for the school district combining educational and business ethics. Topics will include a definition of business ethics, sources of ethical values, ethical standards in procurement, Alabama Ethics Law, ethical guidelines for decision making, and how to cope with unethical situations.

- **Navigating Issues in School Finance**
CSFO Elective and Continuing Education

The evolving world of school finance demands proactive strategies and strong leadership to address challenges. This session will provide a discussion of current issues impacting school finance operations, including the best practices for negotiating and structuring CSFO contracts and evaluations, effective communication between CSFO, Superintendent, and School Board, and techniques to lead and support the business and finance team.

Tuesday, February 11, 2025

9:00am - 12:30pm

- **Financial Planning I**
CSFO Core Course and Continuing Education

This two-part session will focus on the school budget planning process. The session will cover Alabama law related to the annual budget, techniques, and methods of developing the budget, to include development of a budget calendar, compilation and preparation, expenditure and revenue estimations, budget edit checks and presenting effective budget presentations to your board. The session will also cover the tools available in the accounting software for building the budget.

- **Strategic Budgeting**
CSFO Elective and Continuing Education

Join us for this in-depth session designed to equip CSFOs and district finance teams with tools and insights needed for effective strategic budgeting. This session will focus on proven strategic budgeting procedures including how to analyze and utilize LEAPS data for maximum impact. Additionally, the session will provide practical guidance and understanding of Indirect Cost to ensure compliance and fiscal efficiency.

1:00pm - 4:30pm

- **Effective Communication**
CSFO 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 skill for every school business official. This course is designed to improve your communication, public speaking, utilization of email and technology as a communication tool and more.

- **Best Practices: Transfers, Card Payments, and CNP Compliance**
CSFO Elective and Continuing Education

This session is designed to strengthen your knowledge and skills in essential financial operations. We will explore practical strategies for balancing transfers in and out, understanding P-Card and credit card payment reconciliations to streamline processes. The session will also provide guidance for CNP Compliance Review and coding changes.

- **New Payroll Managers**
Understanding Accounting Systems and Payroll Coding – This class will provide valuable information on state guidelines and procedures for proper account coding for new payroll managers.

Wednesday, February 12, 2025

9:00am - 12:30pm

- **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 will 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.

1:00pm - 4:30pm

- **Best Practices in Payroll Procedures**
Payroll/Personnel Continuing Education

This session will provide practical solutions for managing payroll process including utilizing Excel to streamline payroll operations, supplemental pay and one-time payments and strategies for tracking and managing summer transition of new hires, transfers, and terminations.

- **New CSFO Training**

Understanding Budget Amendments and Indirect Cost – This class will provide the understanding of when and why a budget amendment should be prepared and understanding Indirect Cost. Also included will be due dates, MOE, one-month reserve, CNP pass thru, requires reports and CIS funds from the SDE perspective.

Thursday, February 13, 2025

9:00am - 12:30pm

- **Utilizing Technology in Administration of Payroll**
Payroll/Personnel Core Course and Continuing Education

This course will focus on the automation of the payroll/personnel process by utilization of technology. This session will focus on effective practices to streamline the business process in payroll/personnel to make the offices more efficient and effective.

1:00pm - 4:30pm

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

This session will address some current payroll challenges facing systems in today's changes. Speakers will cover RSA errors as well as PEEHIP reconciliations. They will also address issues and concerns reconciling Fund 38.

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 Feb 2025**” group to receive the discounted rate via telephone.

BLOCK NAME: CCS-AASBO Feb 2025

BLOCK DATES: February 9 - 13, 2025

LAST DAY TO BOOK IN BLOCK: January 10, 2025

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

How to use the link -- [Hotel Capstone - Reservations - Room Availability](#)

- Hold down control and double 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 a 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.
- 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.
- Please 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, 2024-June 30, 2025.

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.