



### 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 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.

### March 4-5, 2024

#### AASBO Membership Dues

Program #CS-2307-AASBODUES24-01

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-2403-LSFM01-01  
March 4-5, 2024 • Bryant Conference Center  
240 Paul W. Bryant Drive, Tuscaloosa, AL 35401

- \$150 Registration Fee

Please enroll me in the following:

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

- 1. Elements of Local School Accounting II (CORE COURSE)
- 2. Current Issues - Internal Controls/Audits (CONT. ED.)

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

- 3. Principles of Accounting II, Part 1 (CORE COURSE)
- 4. Budgeting Concepts for Activity Funds and Parent Organizations (CONT. ED.)

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

- 5. Principles of Accounting II, Part 2 (CORE COURSE)
- 6. Nextgen Applications (CONT. ED.)

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

- 7. Effective Communication/Working with People (CORE COURSE)



## AASBO Local School Financial Management Certificate Program

Core Curriculum

(All 36 hours required to complete certificate)

(The **BOLDED** and underlined courses will be offered in the **March 2024 program**)

1. Principles of Accounting I (6-hour course)
2. **Principles of Accounting II (6-hour course)**
3. Knowing Your School/School District and Understanding Your Role in School Administration
4. Elements of Local School Accounting I
5. **Elements of Local School Accounting II**
6. **Effective Communication/Working With People**
7. School Law
8. Personnel Management
9. Budget and Financial Reporting
10. Utilizing Technology in Local School Financial Management

### Local School Financial Management Program

#### PURPOSE:

To assist in the development of professional knowledge, understanding and competency to enable local school financial personnel to contribute effectively to key areas of school administration.



## Local School Financial Management Program – March 2024

Monday, March 4, 2024

9:00am-12:30pm

- **Elements of Local School Accounting II**

- ***LSFM Core Course and Continuing Education***

- This session will focus on how the district's policies, procedures and regulations relate to their job function. The course will provide an in-depth discussion of proper accounting procedures related to cash receipts/disbursements, fundraisers, outside organizations and other financial transactions. Participants will gain an understanding of the proper procedures and guidelines for payroll to include federal, state, and local regulations.

- **Current Issues - Internal Controls/Audits**

- ***LSFM Continuing Education Course***

- Best practices entail the creation of strong internal controls surrounding activity funds, including assurance that all transactions are recorded and reported in district financial records and to protect against error and fraud. This session will review recommended internal control procedures, discuss common audit findings, and review current cybersecurity threats related to local schools' information.

1:00pm-4:30pm

- **Principles of Accounting II, Part 1**

- ***LSFM Core Course and Continuing Education***

This course is designed as an introduction to accounting concepts and principles. This course will provide a solid foundation of accounting knowledge that is critical for local school financial personnel. After completion of this course, participants should have an understanding of the basic accounting assumptions, principles, and terminology used within the general accounting functions.

- **Budgeting Concepts for Activity Funds and Parent Organizations**

- ***LSFM Continuing Education Course***

Proper lines of authority combined with strong budgetary control practices and monthly financial reporting, are the elements to protect against overspending and errors. This session will discuss and review budgeting strategies for activity funds including planning, developing and monitoring. It will also include best practices for working with parent organizations and proper budgetary controls for managing their activity funds.

**Tuesday, March 5, 2024**

9:00am-12:30pm

- **Principles of Accounting II, Part 2**

***LSFM Core Course and Continuing Education***

This course is designed as an introduction to accounting concepts and principles. This course will provide a solid foundation of accounting knowledge that is critical for local school financial personnel. After completion of this course, participants should have an understanding of the basic accounting assumptions, principles, and terminology used within the general accounting functions.

- **Nextgen Applications**

***LSFM Continuing Education Course***

Understanding and knowing the ins and outs of the software can provide a more efficient and productive work environment. This session will discuss the software from the local school bookkeeper's perspective. The areas that will be covered will include adding/modifying vendors, purchase order entry, invoice entry process, accounts payable processing, bank reconciliations, allocation tracking, emailing purchase orders, as well as producing reports. It will also allow time for a question-and-answer session.

1:00pm-4:30pm

- **Effective Communication/Working with People**

***LSFM Core Course and Continuing Education***

The course will present the importance of building positive working relationships with others and effective communication in the workplace. Discussion will focus on proposed techniques for handling difficult situations and minimizing staff resistance and stress. Session will also discuss the impact that their conduct, attitude, and professionalism have on the image of their school.

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:** [AASBO March 2024](#)

**BLOCK DATES:** [March 3-5, 2024](#)

**LAST DAY TO BOOK IN BLOCK:** [February 3, 2024](#)

**Rate:** [\\$132](#)

[Hotel Capstone - Reservations - Room Availability \(synxis.com\)](#)

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 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 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](mailto: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.