



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 3-4, 2025

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-2503-LSFM01-01

March 3-4, 2025 • Bryant Conference Center
240 Paul W. Bryant Drive, Tuscaloosa, AL 35401

- \$150 Registration Fee

Please enroll me in the following:

March 3, 2025 9 a.m.-12:30 p.m. (Choose one)

- 1. Elements of Local School Accounting I (CORE COURSE)
- 2. Best Practices in Local School Procedures (CONT. ED.)

March 3, 2025 1:00-4:30 p.m. (Choose one)

- 3. Principles of Accounting I, Part One (CORE COURSE)
- 4. PowerSchool: Tips & Tricks for Efficient Use (CONT. ED.)

March 4, 2025 9 a.m.-12:30 p.m. (Choose one)

- 5. Principles of Accounting I, Part Two (CORE COURSE)

- 6. NextGen Applications (CONT. ED.)

March 4, 2025 1:00-4:30 p.m.

- 7. Knowing Your School/District and Understanding Your Role in School Administration (CORE COURSE)



Local School Financial Management Program March 2025

Monday, March 3, 2025

9:00am-12:30pm

- **Elements of Local School Accounting I**
LSFM Core Course and Continuing Education

This session will provide an in-depth review of the purpose and use of the financial reports of the school/school district. Participants will gain an understanding of the standardized accounting structure for school districts, as well as the classification of school funds at the local school level and their proper uses and required reporting. Basic concepts of student activity fund accounting will be reviewed and effective management practices that make day-to-day financial operations more efficient will be discussed.

- **Best Practices in Local School Financial Procedures**
LSFM Continuing Education Course

This session will provide an in-depth view on procedures that you might encounter daily. The speakers will discuss receipting of funds, depositing, refunds, returned checks, transfers between accounts and the proper use of journal entries. Also, on the expenditure side discussion will include requisitions, purchase orders, compliance with bid law, as well as payroll entry from the local school level. Miscellaneous items will include field trips, incentives, disposition of records, inventory and assets. There will be several examples of a checklist for review.

1:00pm-4:30pm

- **Principles of Accounting I, Part One**
LSFM Core Course and Continuing Education

An introduction to accounting concepts and principals. 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 understand the basic accounting assumptions, principles, and terminology used within the general accounting function.

- **PowerSchool: Tips and Tricks for Efficient Use**
LSFM Continuing Education Course

This course is designed to help school staff maximize their efficiency and effectiveness in using PowerSchool. This session will cover a variety of tips, tricks and best practices to streamline daily tasks and improve data management.

Tuesday, March 4, 2025

9:00am-12:30pm

- **Principles of Accounting I, Part Two**
LSFM Core Course and Continuing Education

An introduction to accounting concepts and principals. 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 understand the basic accounting assumptions, principles, and terminology used within the general accounting function.

- **NextGen Applications**
LSFM Continuing Education Course

This session will review the software side of the local school activity fund accounting. Discussion will include where to look for errors in the reconciliation process as well as common mistakes in purchase order and invoice entry.

1:00pm-4:30pm

- **Knowing Your School/District and Understanding Your Role in School Administration**
LSFM Core Course and Continuing Education

This course is designed to give participants an overview of their school/school district in terms of its purpose, objectives, structure, culture and systems. Participants will gain an understanding of how following policies and procedures make the school a more effective and efficient organization.

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 March 2025](#)

BLOCK DATES: [March 2 – March 5, 2024](#)

LAST DATE TO BOOK: [February 7, 2025](#)

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

Here is the link: [Hotel Capstone - Reservations - Room Availability](#)

- 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 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.

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).