



Alabama Association of School Business Officials

November 20- December 15, 2023

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 abergeon@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

Local School Financial Management Certificate Program and Continuing Education (**Virtual**)

Program # CS-2311-LSFMV1-01
November 20-December 15, 2023
 \$150 Registration Fee

Available Courses (you will have access to all):

LSFM Core Courses:

Knowing Your School District
Principles of Accounting I, Part 1
Principles of Accounting I, Part 2
Elements of Local School Accounting I

Continuing Education Courses:

Best Practices for Special Activities
Nextgen Session for Local Schools
Understanding LS Accounting

aasbo.com



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 **November 2023 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

Virtual Program

November 20-December 15, 2023

Welcome to the November 2023 LFSM virtual professional development program. The courses for November 20-December 15 will be available in Event Owl. Login information will be sent by November 20, 2023. All sessions are pre-recorded so you can take the courses as your schedule allows. Participants will be able to take any or all courses and do not have to register for individual courses. Participants are required to take all parts of each course in order to receive credit for the three-hour course.

There is a Conference Information & FAQ section that will assist you in navigating the Event Owl platform. We highly recommend that you watch the informational video as it contains important information regarding how the program works. If you have additional questions, please contact Anna Clay Adams at acadams7@ua.edu.

Local School Financial Management Program – November 2023

Core Courses

- **Knowing Your School/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.

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

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.

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

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.

- **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.

Continuing Education Courses

- **Best Practices for Special Activities**

LSFM Continuing Education Course

This session will cover the best practices for fundraising procedures, athletic and student activity accounts as well as the importance of the reports produced and the communication process with the fund manager.

- **Nextgen Session for Local Schools**

LSFM Continuing Education Course

This session will review the software side of the local school activity fund accounting. Discussion will include adding and modifying vendors, purchase order entry, invoice entry process, A/P check processing, general ledger transactions, and receipt module.

- **Understanding Local School Accounting**

LSFM Continuing Education Course

This session will provide an understanding of public vs non-public activities as well as a review of the Local School Procedures Manual from the system side as well as the SDE side. Account coding and a review of audit findings will also be discussed.

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.

CONTINUING PROFESSIONAL EDUCATION for CPA's

Courses will be submitted for approval by the Alabama Board of Public Accountancy.

TRANSCRIPTS

Please contact Anna Clay Adams at acadams7@ua.edu to request a copy of your transcript.

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.