



# Alabama Association of School Business Officials

## 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](mailto: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 26-April 12, 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 (Virtual)**  
Program # CS-2403-LSFMV1-01  
March 26-April 12, 2024

\$150 Registration Fee

Available Courses (you will have access to all):

LSFM Core Courses:  
**Elements of Local School Accounting II**

**Principles of Accounting II, Part 1**

**Principles of Accounting II, Part 2**

**Effective Communication/Working with People**

Continuing Education Courses:  
**Current Issues - Internal Controls/Audits**

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

**Nextgen Applications**

# 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 **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**

### **Virtual Program**

**March 26-April 12, 2024**

Welcome to the March 2024 LSFM virtual professional development program. The courses for March 26-April 12, 2024 will be available in Event Owl. Login information will be sent by March 26, 2024. 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 three parts (Part 1, Part 2, Part 3) 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](mailto:acadams7@ua.edu).

## Local School Financial Management Program – March 2024

### *Core Courses*

- **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.

- **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.

- **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.

- **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.

## ***Continuing Education Courses***

- **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.

- **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.

- **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.

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.

**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.