



# 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 25- April 11, 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 - **Virtual Option**  
Program # CS-2503-LSFMV1-01

\$150 Registration Fee

You will have access to all courses:

**Elements of Local School Accounting I** (CORE COURSE)

**Principles of Accounting I, Part One** (CORE COURSE)

**Principles of Accounting I, Part Two** (CORE COURSE)

**Knowing Your School/District and Understanding Your Role in School Administration** (CORE COURSE)

**Best Practices - Local School Procedures** (CONT. ED.)

**PowerSchool: Tips & Tricks** (CONT. ED.)

**NextGen Applications** (CONT. ED.)

# aasbo.com



## **Local School Financial Management**

### **Virtual Program**

**March 25-April 11, 2025**

Welcome to registration for the ***March 2025 LSFM Virtual Program***. The courses for March 25-April 11, 2025 will be available in the EventOwl virtual platform. Login information will be sent by March 25, 2025. 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 in advance. 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 EventOwl 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 2025

### *Core Courses*

- **Elements of Local School Accounting I**

*LSFM Core Course*

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.

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

*LSFM Core Course*

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 Two**

*LSFM Core Course*

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.

- **Knowing Your School/District and Understanding Your Role in School Administration**

*LSFM Core Course*

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.

## ***Continuing Education Courses***

- **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.

- **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.

- **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.

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).

### **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.