



AASBO Professional Certificate Program

Core Curriculum
(All 48 core hours are required)

1. Governmental Accounting Overview
2. Understanding Alabama Schools' Accounting System
3. Budget and Financial Reporting I
4. Budget and Financial Reporting II
5. Cash Management (formerly Investment of School Funds)
6. Facilities Management (formerly Capital Planning and Administration of Debt)
7. Financial Planning I
8. Financial Planning II
9. Effective Communication
10. Alabama's Financial Management Software
11. School Law I
12. School Law II
13. Contracts and Purchasing
14. Managing Federal Programs
15. Elements of Taxation and Issuance of Debt
16. Utilizing Technology in School Business Management

ELECTIVES: 6 elective hours are required. Electives vary as determined by the Certification Committee

Professional Certification Certificate Program

PURPOSE

To provide professional development experiences and recognition for the wide variety of assignments, duties and tasks of School Business Officials. These duties may include construction management, personnel management and many others. The certificate program will meet the need for a formalized training program to assist in preparing entry-level candidates for the position. Increasing demands of the position require enhanced skill levels.

Payroll/Personnel Certificate Program

Core Curriculum
(All 24 core hours are required)

1. Employee Leave Laws
2. FLSA Wage and Hour
3. School Law I
4. Employment Legal Issues
5. Benefits and Tax Reporting (formerly Employee Benefits and Employer Tax Reporting Requirements)
6. Accounting System and Personnel Reporting (formerly Personnel Reporting)
7. Utilizing Technology in the Administration of Payroll/Personnel
8. Introduction to Payroll/Personnel Management

ELECTIVES: 6 elective hours are required
Electives vary as determined by the Certification Committee

Payroll/Personnel Certificate Program

PURPOSE

To provide professional development experiences for the payroll and personnel duties and tasks of School Business Officials. The duties may include personnel management, legal aspects of personnel and payroll including compensation and benefits, leave laws, record keeping and reporting. Constant changes and increasing demands in this area require enhanced and updated skill levels.

Purchasing/Procurement Certificate Program

Core Curriculum

(All 27 core hours are required)

1. School Business Operations I
2. School Business Operations II
3. Effective Business Communications
4. Purchasing and Procurement Overview
5. Ethics and Vendor Supply Relationships and Management
6. RFP/Contract Development and Management I
7. RFP/Contract Development and Management II
8. Financial Management Strategies and Data Driven Decision Making
9. Public Works Contrasts

ELECTIVES: 3 elective hours are required. Electives vary as determined by the Certification Committee

PURPOSE

To provide school purchasing and procurement personnel with the knowledge and skills necessary to implement sound procurement practices including the decision-making process and a working knowledge of the rules, principles, and procedures for government for governmental purchasing as it applies to Alabama Local Education Agencies (LEAs).

aasbo

Alabama Association of
School Business Officials

**Professional Certificate Program, Payroll/Personnel Certificate Program and
Continuing Education Program**

February 11-12, 2019

Monday, February 11, 2019

9:00 a.m. – 12:30 p.m. (Choose One)

Financial Planning I

CSFO Core Course and Continuing Education Course

This two-part session will focus on the school budget planning process. The session will cover Alabama law related to the annual budget, techniques and methods of developing the budget, development of a budget calendar, compilation and preparation, expenditure and revenue estimations, budget edit checks and presenting effective budget presentations to your board. Session will also cover the tools available in the accounting software for building the budget.

Budget Works

Elective Course and Continuing Education Course

The Budget Works application is a combination of payroll/personnel and budgetary procedures. This session will focus on the budget works application for payroll/personnel. It will cover common procedures used to ready your data for forecasting salaries and benefits, updating the GL information, setting up employee records for the upcoming year and updating live payroll files.

RFP/Contract Development and Management I

Purchasing & Procurement Core Course and Continuing Education Course

This two-part session will focus on developing, processing and managements of procurement contracts. Part I of this two-part course will focus on the planning, development, evaluation and awarding of various type contracts for goods and services. Including determining the solicitation method needed, writing an effective solicitation document, advertising proposals, evaluating and awarding the bid.

12:30 p.m. – 1:00 p.m. LUNCH

1:00 p.m. – 4:30 p.m. (Choose One)

Elements of Taxation and Issuance of Debt

CSFO Core Course and Continuing Education Course

This course will provide an overview of the local taxes applicable to school districts. This session will also include a section on debt financing for Alabama school districts. Discussion will include the legal and practical issues related to debt issuance, general borrowing options available to school districts, and the procedure process for borrowing.

Best Practices—Internal Controls for Payroll Security

Elective Course and Continuing Education Course

Payroll internal controls are the procedures your district follows to protect its payroll information. This session will discuss recommended internal controls every district should have in place to safeguard against fraud, errors and cyber threats. Audit trail red flags and NextGen and ESS applications security will also be covered.

RFP/Contract Development and Management II

Purchasing & Procurement Core Course and Continuing Education Course

This two-part session will focus on developing, processing and managements of procurement contracts. Part II of this two-part course will cover various information on contract law and management. It will include information on different types of contracts, elements of a contract, writing and interpreting contracts and contract administration.

Tuesday, February 12, 2019

9:00 a.m. – 12:30 p.m. (Choose One)

Economic Update

Elective Course and Continuing Education Course

This course will look at the condition of the state and national economy and the impact on education. Session will include a discussion on federal and state budgets and the projections for 2019 and 2020.

FLSA Wage and Hour

Payroll/Personnel Core Course and Continuing Education Course

This session will include an in-depth review of the Fair Labor Standards Act. Review of the regulations regarding exempt employees, overtime issues, dual employment and other wage and hour issues related to school boards.

12:30 p.m. – 1:00 p.m. LUNCH

1:00 p.m. – 4:30 p.m. (Choose One)

Best Practices: Financial Forecasting and Long-Range Planning

Elective Course and Continuing Education Course

School districts should have a financial planning process that assesses long-term financial sustainability of current and proposed policies and programs. A district's financial forecast of major revenues and expenditure should extend at least three to five years beyond the budget period and should be regularly monitored and periodically updated. This session will identify key components of forecasting and provide examples and models for districts to utilize.

Introduction to Payroll/Personnel Management

Payroll/Personnel Core Course and Continuing Education Course

This course will provide an overview of how a payroll/personnel department functions in a school district. Session will focus the beginning-to-end process of employment and payroll processing and discuss best practices related to payroll/personnel activities. Will also include discussion on teacher certification and the funding/reporting of personnel through SDE.

Wednesday, February 13, 2019

8:00 am – 12:00 pm

New CSFO Training

Understanding Budget Amendments and Indirect Cost - this class will provide the understanding of when and why a budget amendment should be prepared and understanding the guidelines of Indirect cost for new CSFO's.

New Payroll Training

Understanding Accounting Systems and Payroll Coding - this class will provide valuable information on state guidelines and procedures for proper account coding for the new Payroll Managers.

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).

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 fees are now a flat rate of \$150. This applies whether you take one class or four.

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 or 1-800-477-2262. Please identify yourself a part of the CCS-AASBO group to receive the discounted rate. The cutoff for registration is January 21, 2019. You can also book online at: <https://gc.synxis.com/rez.aspx?Hotel=21565&Chain=8579&arrive=2/10/2019&depart=2/13/2019&adult=1&child=0&group=AASBO2A19>

PARKING

Approximately three days before the AASBO program, you will receive an email confirmation with your parking permit attached. You must display your parking permit in the lower left hand corner of your vehicle window. If the permit is not displayed, you will be issued a parking ticket. If you are unable to print your parking decal or do not receive the email by February 9, 2017 please contact Registration Services at 205-348-3000.

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.

MEALS

A continental breakfast will be available 8:00 – 9:00 a.m. and lunch will be provided daily 12:30-1:00 p.m. Evening dinner is on your own.

CONTINUING PROFESSIONAL EDUCATION for CPA's

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

TRANSCRIPTS

Please contact Cassandra Flores-Everett at cdflores@ua.edu to request a copy of your transcript.

FURTHER INFORMATION

If you have questions or need more information, call Amanda Bergeron, Program Manager, Professional and Management Development Programs, The University of Alabama at (205)-348-9966. You may e-mail her at abergeron@ccs.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, 2018-June 30, 2019.

BILLING POLICY

Registrations for College of Continuing Studies 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



Registration Options

Register by Mail

Registration Services
The University of Alabama
Box 870398
Tuscaloosa, AL 35487

Register by Phone

1-866-432-2015
1-205-348-3000

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.

aasbo.com

February 11-12, 2019

AASBO Membership Dues

Program #07-920-19

AASBO Membership is required to attend this training session.

- \$50 Active Members
- \$100 CSFO

**Professional Certificate Program
Payroll/Personnel Certificate Program
Purchasing/Procurement Certificate Program
Continuing Education**

Program # 07-265-19

Feb. 11-12, 2019 • Bryant Conference Center
Paul W. Bryant Dr. Tuscaloosa, AL 35487

- \$150 Registration Fee

Select from the following. I am:

- AASBO Certificate Program Graduate
- Payroll/Personnel Certificate Program Graduate
- Local School Financial Management Graduate
- NOT a graduate of these programs

Please enroll me in the following:

Feb. 11, 2019, 9 a.m.-12:30 p.m. (Choose one)

- 1. Financial Planning I
- 2. Budget Works
- 3. RFP/Contract Development and Management I

Feb. 11, 2019, 1:00-4:30 p.m. (Choose one)

- 4. Elements of Taxation and Issuance of Debt
- 5. Best Practices - Internal Controls for Payroll Security
- 6. RFP/Contract Development and Management II

Feb. 12, 2019, 9 a.m.-12:30 p.m. (Choose one)

- 7. Economic Update
- 8. FLSA Wage and Hour

Feb. 12, 2019, 1:00-4:30 p.m. (Choose one)

- 9. Best Practices - Financial Forecasting and Long-Range Planning
- 10. Introduction to Payroll/Personnel Management

Feb. 13, 2019, 8:30 a.m.-12 p.m. (Invitation Only)

- 11. New CSFOs
- 12. New Payroll Managers