



## Local School Financial Management Certificate Program

**E**stablished in 2009 the AASBO Local School Financial Management Certificate Program (LSFM) is a program designed for local school finance personnel, but is available to anyone in school business management or K-12 education. The program supports the on-going professional development of school business officials and defines the essential skills and knowledge that every effective school business professional should possess. The program is sponsored by AASBO and the University of Alabama College Of Continuing Studies and supported by the Alabama State Department of Education.

### **LSFM Program**

The program consists of 10 courses (36 classroom hours) in school finance that provide a great deal of information in a short time. The program is designed to provide information on specific topics, the opportunity for questions and discussion, and networking with other school business officials. The program holds classes three times a year and also provides some courses on-line. Upon completion of the program each graduate is required to continue their training by obtaining 9 hours of CPE credit annually in order to maintain their certificate. All courses have been created and approved by the AASBO Certificate Committee and are tailored to meet the needs of school business managers.

### **Purpose**

The purpose of the Local School Financial Management Certificate Program is 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.

### **Program Objectives**

- ◆ To provide professional growth opportunities in order to carry out effectively the responsibilities of the position.
- ◆ Gain additional knowledge and understanding about your current role.
- ◆ Apply your skills at work.
- ◆ Maximize your personal and professional development.
- ◆ Develop future leaders in school business management.
- ◆ To promote the highest professional and ethical standards of school business management practices for Alabama's schools.
- ◆ To provide recognized standards of professional competence for school business officials.
- ◆ To capitalize on the experiences and training of current school business officials to enhance the functions of all school business officials.
- ◆ To provide knowledgeable mentors.

### **Benefits of the LSFM Certificate**

- ◆ The program is for participants with different levels of educational and local school financial management experience.
- ◆ The flexible structure of the program allows participants to focus on their particular learning needs in the context of their school.
- ◆ Opportunity offered to local school financial personnel interested in a starting point for further learning and increased knowledge in the field of school finance.
- ◆ Designed to develop your professional knowledge, understanding, and competence to a level where you will be able to contribute effectively to key areas of school administration.
- ◆ To provide you with a framework for developing and improving your own professional administrative practices within the organization where you work.
- ◆ The program promotes best practices within educational administration.
- ◆ Use of experienced practitioners and professionals as instructors in the program
- ◆ Provides a learning environment which promotes the sharing of ideas and experiences

## CERTIFICATE COURSES

### **Principles of Accounting I (6-hour course)**

This course is designed as 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 have an understanding of the basic accounting assumptions, principles, and terminology used within the general accounting function.

### **Principles Of Accounting II— Activity Fund Accounting (6-hour course)**

This course is designed as an introduction to Activity Fund Accounting at the local school level. This course will focus on the accounting principles and controls related to district and support organizations financial activities. Course will define and distinguish the types of activity funds and their proper classification and provide guidance on accounting and reporting of activity funds under Alabama school accounting procedures.

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

The 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.

### **Elements of Local School Accounting I**

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.

### **Elements Of Local School Accounting II**

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.

### **Effective Communication / Working With People**

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.

### **School Law**

This course will cover the laws and guidelines relating to public education. Topics will include laws related to public records, the Alabama competitive bid law, employment law, ethics law and copyright issues.

### **Personnel Management**

On completion of this course the candidate should have an understanding of laws, guidelines and procedures related to personnel. Topics will include the employment process, evaluations, and employee leave. Discussion of wage and hours issues, as well as contractor vs. employee (W-2/1099) will also be covered.

### **Budget and Financial Reporting**

This session will discuss the purpose, principles and application of budgetary accounting in the local school environment. Candidates will gain an understanding of the local and state requirements for local school financial reporting.

### **Utilizing Technology in Local School Financial Management**

This course will discuss the different users and uses of information in a school as well as ways to manage information resources. Topics include utilizing the tools in the financial management software, time management and technology tools available to improve the efficiency and effectiveness of administrative procedures and processes.