



LOCAL SCHOOL FINANCIAL MANAGEMENT CERTIFICATE PROGRAM

OFFICE MANAGEMENT

- I. Knowing Your School/School District and Understanding Your Role Within School Administration (3 hours)
- II. Working with People (3 hours)
- III. Utilizing Technology in Local School Management (3 hours)

SCHOOL FINANCE

- IV. Principles of Accounting I (Basic Accounting for Local School Personnel) (6 hours)
- V. Principles of Accounting II (6 hours)
- VI. Elements of Local School Accounting I (3 hours)
- VII. Elements of Local School Accounting II (3 hours)
- VIII. Budget and Financial Reporting (3 hours)

MANAGEMENT & ADMINISTRATION

- IX. School Law (3 hours)
- X. Personnel Management (3 hours)

What is the Certificate in Local School Financial Management?

- The Certificate is designed to develop your professional knowledge, understanding and competence to a level where you will be able to contribute effectively in key areas of school financial administration.
- The program aims to provide you with a framework for developing and improving your own professional administrative practices within the organization you work.
- The program encourages you to think about what you do and how you do it within your job.
- The program promotes best practices within educational financial administration.

Who is the program for?

- 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.
- The Certificate is open to local school financial personnel interested in a starting point for further learning and increased knowledge in the field of school finance.

aasbo

Alabama Association of
School Business Officials

Local School Financial Management Certificate Program

March 4-5, 2019

Monday, March 4, 2019

9:00 a.m. - 12:30 p.m. (choose one)

Knowing Your School/School District and Understanding Your Role Within School Administration

Core Course for LSFM Certificate

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.

Current Issues in Local School Accounting

Continuing Education Course for LSFM Graduates

This session will discuss several current issues related to operations at the local school level to include: After School Activities, Accounting for Classroom Instructional Support funds, Accounting for concessions and extracurricular events and preparing for school year end.

12:30 pm – 1:00 pm Lunch

1:00 p.m. – 4:30 p.m. (choose one)

Principles of Accounting I (Part 1)

Core Course for LSFM Certificate

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.

Financial Procedures for Local School Activity Funds (Part 1)

Continuing Education Course for LSFM Graduates

Courses will be an in depth review of the Local School Financial procedures manual that each district has adopted.

Tuesday, March 5, 2019

9:00 a.m. - 12:30 p.m. (Choose one)

Principles of Accounting I (Part 2)

Core Course for LSFM Certificate

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.

Financial Procedures for Local School Activity Funds (Part 2)

Continuing Education Course for LSFM Graduates

Courses will be an in depth review of the Local School Financial procedures manual that each district has adopted.

12:30 pm – 1:30 pm Graduation and Lunch

1:30 p.m. - 5:00 p.m.

Elements of Local School Accounting I

Core Course for LSFM Certificate

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.

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.

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. You can also book online at:

<https://gc.synxis.com/rez.aspx?Hotel=21565&Chain=8579&arrive=3/3/2019&depart=3/6/2019&adult=1&child=0&group=AASB3A19>

The group rate expires on February 3rd or when the block fills.

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 March 1, 2019 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 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 payment.



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.

March 4-5, 2019

AASBO Membership Dues

Program #07-920-19

AASBO Membership is required to attend this training session.

- [] \$50 Active Members
[] \$100 CSFO

Local School Financial Management Certificate Program and Continuing Education

Program # 07-325-19
March 4-5, 2019 • Bryant Conference Center
40 Paul W. Bryant Drive, Tuscaloosa, AL 35401

- [] \$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:

- March 4, 2019, 9 a.m.-12:30 p.m. (Choose one)
[] 1. Knowing Your School/School District and Understanding Your Role within School Administration (CORE COURSE)
[] 2. Current Issues in Local School Accounting (CONTINUING EDUCATION COURSE)
March 4, 2019, 1:00-4:30 p.m. (Choose one)
[] 3. Principles of Accounting I, part 1 (CORE COURSE)
[] 4. Financial Procedures for Local School Activity Funds, part 1 (CONTINUING EDUCATION COURSE)

- March 5, 2019, 9 a.m.-12:30 p.m. (Choose one)
[] 5. Principles of Accounting I, part 2 (CORE COURSE)
[] 6. Financial Procedures for Local School Activity Funds, part 2 (CONTINUING EDUCATION COURSE)

- March 5, 2019, 1:30-5 p.m. (Choose one)
[] 7. Elements of Local School Accounting I (CORE COURSE)