



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.



Local School Financial Management Certificate Program

November 28-29, 2018

Wednesday, November 28, 2018

9:00 a.m.-12:30 p.m.

Budget and Financial Reporting

CORE COURSE FOR LSA CERTIFICATE

Description: 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.

Compliance and Ethics

CONTINUING EDUCATION COURSE FOR LSA GRADUATES

Description: This session will review the Alabama Ethics law as it pertains to public education employees and review some of the recent non-compliance issues related to school districts. Session will also discuss the audits of local school activity funds and review common audit and compliance issues.

12:30-1:30 p.m. Lunch on your own

1:30-5:00 p.m.

Utilizing Technology in Local School Management

CORE COURSE FOR LSA CERTIFICATE

Description: 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.

Best Practices for Local School Finance

CONTINUING EDUCATION COURSE FOR LSA GRADUATES

Description: Are you utilizing technology to streamline processes and procedures related to the financial operations at the local school level? Topics in this session will include on line payment for student fees and activities, purchasing cards, fundraisers and revenue collection for extracurricular activities.

Thursday, November 29, 2018

9:00 a.m.-12:15 p.m.

School Law

CORE COURSE FOR LSA CERTIFICATE

Description: 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.

School Safety

CONTINUING EDUCATION COURSE FOR LSA GRADUATES

Description: This session will investigate where Alabama stands in terms of school safety. We will review best practices in school safety and identify ways to recover if your school experiences a safety threat.

12:15-12:30 p.m. Graduation

Those attendees who are only attending to receive 9 hours continuing education may leave after this class.

12:30-1:30 p.m. Lunch on your own

1:30-5:00 p.m.

Personnel Management

CORE COURSE FOR LSA CERTIFICATE

Description: 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.

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

The registration fee is \$150.

LOCATION AND LODGING

All courses will be held at the newly renovated Hyatt Regency Birmingham - The Wynfrey Hotel in Birmingham, AL, located at 1000 Riverchase Galleria, Birmingham, AL 35244.

Lodging is the responsibility of each participant. Rooms may be reserved at Hyatt Regency Birmingham - The Wynfrey by calling (205) 705-1234. Please identify yourself as a program participant when making reservations. If you'd like to book online, please visit <https://book.passkey.com/go/AASBONovember2018> Rooms are available until all are booked or October 25, 2018, whichever comes first.

PARKING

You are responsible for your own parking. It is strongly recommended that you park in the free parking lot adjacent to the hotel.

MEALS

A continental breakfast will be available 8:00 - 9:00 a.m. and lunch will be on your own 12:30 - 1:30 p.m. Evening dinner is on your own. The hotel features award winning restaurants and is connected to the Galleria Mall which offers numerous dining selections.

CONTINUING PROFESSIONAL EDUCATION for CPA's

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

TRANSCRIPTS

Please contact Cassie 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 if you are the 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.

November 28-29, 2018

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 # 07-137-19

Nov. 28-29, 2018 • Hyatt Regency Birmingham
1000 Riverchase Galleria, Hoover, AL 35244

- \$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:

Nov. 28, 2018, 9 a.m.-12:30 p.m. (Choose one)

- 1. Budget and Financial Reporting (CORE COURSE)
- 2. Compliance and Ethics (CONTINUING EDUCATION COURSE)

Nov. 28, 2018, 1:30-5 p.m. (Choose one)

- 3. Utilizing Technology in Local School Management (CORE COURSE)
- 4. Best Practices in Local School Finance (CONTINUING EDUCATION COURSE)

Nov. 29, 2018, 9 a.m.-12:30 p.m. (Choose one)

- 5. School Law (CORE COURSE)
- 6. School Safety (CONTINUING EDUCATION COURSE)

Nov. 29, 2018, 1:30-5 p.m. (Choose one)

- 7. Personnel Management (CORE COURSE)