

Archived Webinars

CSFO/Professional Certificate Webinar Offerings

Budget and Financial Reporting II

Financial reporting is the communication of information regarding an educational entity's accounting activities. This course will focus on the reporting activities including, but not limited to, presentation of the government's annual financial statements and related reports, financial information submitted to state and federal regulatory and granting agencies, budget to actual comparison reports, management reporting, and other financial reports for internal and external use.

Financial Planning II

This two-part session will focus on the school budget monitoring process. Subjects include financial forecasting and projections, budget amendments, budget analysis techniques and sample reports being utilized for budget performance analysis.

Governmental Accounting Overview

This course provides an overview of governmental accounting and financial reporting for local school districts. This session will review the specialized accounting rules, guidelines and practices applicable to local school districts.

Purchasing-Procurement Overview/Contracts-Purchasing

This course will focus on effective procurement practices. Session will focus on developing the foundation for contract/ purchasing function in the school district. Topics will include purchasing practices and procedures, the Alabama Competitive Bid Law, Public Works Law, contracts specification writing, for products and services, disposal of surplus property, utilization of purchasing cooperatives and common issues/ problems with contracts and procurement.

Understanding Alabama School's Accounting System

This session addresses the issues of school funding for school districts in Alabama. Course will include state and federal funding allocation formulas, fiscal accountability law, financial reporting and the Alabama school accounting manual.

Payroll Certificate Webinar Offerings

Accounting System and Payroll Coding

Course provides an overview of payroll coding and the effect on state funding. A review of the accounting manual with focus on the coding component for personnel, monitoring the personnel budget, and monthly edit checks. Course will also review the reports and controls in the payroll software to streamline the process. Session will also include teacher certification and in-depth review of the LEAPS reporting for school districts. Session will cover all aspects of the reporting requirements and the conversion to funding allocations for the local district through the foundation program, including the importance of proper coding, certification and experience reporting.

Employee Leave Laws

An in-depth review of the federal and state leave laws for education employees. Topics to include sick leave, personal leave, catastrophic, and military leave. Review of the requirements under the Family Medical Leave Act and discussion of other types of extended leaves.

FLSA Wage and Hour

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

Utilizing Technology in the Administration of Payroll/Personnel

This course will focus on the automation of the payroll/personnel process by utilization of technology. Session will focus on effective practices to streamline the business process in payroll/personnel to make the offices more efficient and effective.

Purchasing/Procurement Certificate Webinar Offerings

Financial Management Strategies and Data Driven Decision Making

Financial management is essential for all areas of school business including those with or without an accounting background. Now more than ever, school business officials must synchronize the actions of business units and the goals of the school district so that the educational resources are expended in the most efficient manner possible, especially in the classroom. This session will address financial management techniques for developing long range plans and making management decisions based on school district data, plans and goals.

Purchasing-Procurement Overview/Contracts-Purchasing

This course will focus on effective procurement practices. Session will focus on developing the foundation for contract/ purchasing function in the school district. Topics will include purchasing practices and procedures, the Alabama Competitive Bid Law, Public Works Law, contracts specification writing, for products and services, disposal of surplus property, utilization of purchasing cooperatives and common issues/ problems with contracts and procurement.

RFP/Contract Development and Management II

The two-part session will focus on processing and bids and contracts. The session will cover various

legal issues that affect purchasing including bid, performance and payment bonds, contractor insurance coverage to mitigate risk, school safety requirements for contractors. Learn about the competitive bid process including determining the solicitation method need, writing the solicitation document, advertising or contacting vendors to request quotes, bids, or proposals, evaluating the quotes, bids, proposals and awarding/ negotiating the contract.

HOW DOES AN ARCHIVED WEBINAR WORK?

An archived webinar is a recording of the original live web-based broadcast. From the comfort of your office you are able to watch and listen to the presentation online. The technical requirements are minimal—a computer with internet access and speakers. The link to view the recordings can be found in your confirmation email.

FURTHER INFORMATION

If you have questions or need more information, call Anna Clay Adams, Program Coordinator, Professional and Management Development Programs, The University of Alabama at aasbo@ua.edu

REGISTRATION FEES

The registration fee for each 3-hour course is \$100. Registration forms will only be accepted with either payment (check or credit card) or along with a school issued purchase order (must include copy).

NOTICE TO GRADUATES

AASBO Professional Certificate Program Graduates—this seminar will count toward your Professional Certification maintenance requirement of 18 Continuing Professional Education (CPE) hours per year (October through September). Each archived webinar will award 3 CPE hours.

Payroll/Personnel Certificate Program Graduates—this seminar will count toward your Professional Certification maintenance requirement of 12 Continuing Professional Education (CPE) hours per year (October through September). Each archived webinar will award 3 CPE hours.

Local School Financial Management Certificate Program Graduates—this seminar will count toward your Professional Certification maintenance requirement of 9 Continuing Professional Education (CPE) hours per year (October through September). Each archived webinar will award 3 CPE hours.



Archived Webinars

AASBO Membership Dues

Program #CS-2107-AASBODUES21-01

AASBO Membership is required to attend this training session.

- [] \$50
[] \$100

Active Members
CSFO

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.

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[] \$100 Registration Fee Per Webinar

Please enroll me in the following:

- [] \$100 Budget and Financial Reporting II CS-2110-SBBFR2W-01
[] \$100 Financial Planning II CS-2110-SBFP2W-01
[] \$100 Governmental Accounting Overview CS-2110-GAOW01-01
[] \$100 Purchasing/Procurement Overview / Contracts and Purchasing CS-2110-PPOW01-01
[] \$100 Understanding Alabama Schools Accounting System CS-2110-SBASW1-01
[] \$100 Accounting System and Payroll Coding CS-2110-CODEW1-01
[] \$100 Employee Leave Laws CS-2110-ELCPW1-01
[] \$100 FLSA Wage and Hour CS-2110-FLSAW1-01
[] \$100 Utilizing Technology in the Administration of Payroll/Personnel CS-2110-UTAPPW-01
[] \$100 Financial Management Strategies and Data Driven Decision Making CS-2110-FMSW01-01
[] \$100 RFP/Contract Development and Management II CS-2110-RFP2W1-01

\$ Total

Select from the following. I am a: (select all that apply)

- [] AASBO Professional Certificate Graduate
[] Payroll/Personnel Certificate Graduate