



## 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.

### **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 Amanda Bergeron, Program Manager, Professional and Management Development Programs, The University of Alabama at [amanda.bergeron@ua.edu](mailto:amanda.bergeron@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 Active Members
[ ] \$100 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 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
[ ] Local School Certificate Graduate
[ ] NOT a graduate of any