



Local School Financial Management Certificate Program

November 2021

Virtual Event

This virtual program is for AASBO Members who are working on earning their Local School Financial Management Certificate. The courses will also count for continuing education.

The following **core courses** for the Local School Financial Management Certificate will be presented LIVE via Zoom as well as recorded.

- Personnel Management
- Utilizing Technology in School Financial Management
- Budget and Financial Reporting
- School Law

The virtual event will be presented through the Event Owl online platform. Prior to November 1st you will receive log in credentials and instructions for participating in the virtual program. You will be able to attend the live sessions via Zoom, watch the recordings of the live sessions once they are available, and/or both. Recorded sessions will be available until November 19, 2021.

LIVE Agenda:

Monday, November 1, 2021

9:00 am - 12:30 pm

Personnel Management – *Core Course for LSA Certificate*

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.

Tuesday, November 2, 2021

9:00 am - 12:30 pm

Utilizing Technology in School Financial Management – *Core Course for LSA Certificate*

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.

Monday, November 8, 2021

9:00 am - 12:30 pm

Budget and Financial Reporting – *Core Course for LSA Certificate*

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.

Tuesday, November 9, 2021

9:00 am - 12:30 pm

School Law – *Core Course for LSA Certificate*

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



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

AASBO Membership Dues

Program #CS-2107-AASBODUES21-01

AASBO Membership is required to attend this training session.

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

Program # CS-2111-LSFM01-01

November 2021

Virtual

- [] \$150 Registration Fee

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

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.