

Who Should Attend

The LASBO Fall workshop brings together the entire central business office staff in an informal learning environment. Finance directors, department heads, accounting staff, payroll and purchasing personnel, IS personnel, auditors and others interested in the topics are all encouraged to attend.

Certification

LASBO implemented a voluntary program of professional certification in December 1992 that leads to three types of designations:

- **Certified Louisiana School Business Administrator (CLSBA)**
- **Certified Louisiana School Business Official (CLSBO)**
- **Certified Louisiana School Business Specialist (CLSBS)**

The certification program is open to LASBO members employed full-time in the central business office of a school system in Louisiana. Persons attending the Fall Workshop may earn credit toward the education requirements (maximum of two workshops). Persons who are already certified may earn up to six hours toward recertification. A certification application form can be downloaded from LASBO's website www.lasbo.org.



Questions?

Billie Tripp, Coordinator
LASBO Fall Workshop
P.O. Box 1029
Gonzales, LA 70707-1029
Phone: (225) 644-0619
Fax: (225) 644-0122
Email: cctripp@eatel.net

Register Early!

Registration should be received by **November 1**. The cost is **\$60/person**. After November 1, please include a \$15 late fee. Checks should be made payable to:

LASBO Fall Workshop

Full refunds through November 1
\$15 withheld from November 2-9
No refunds after November 9

Accommodations

A small block of 70 rooms has been reserved at the Paragon Hotel in Marksville. Rates are \$79 single or double (North & South Towers) and \$99 single or double (Atrium Tower Rooms). An extra \$30 is charged for third person in room. These rooms will be held until October 27 or until block is sold out. Call (800) 642-7777 to make your reservation, and refer to the LA Association of School Business Officials (LASBO) Fall Workshop. Check-in time is 4 p.m.

Program Sponsors

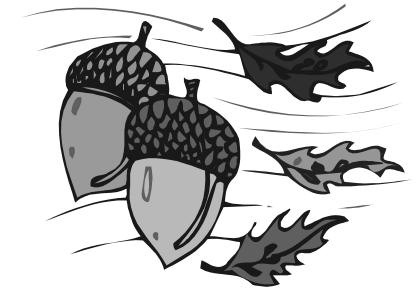
The following program sponsors have graciously agreed to assist LASBO with their break refreshments and luncheon.

- **Allen, Green & Williamson, LLP, CPAs**
- **Argent Trust**
- **Capital One Bank**
- **First Financial Group of America**
- **Foley & Judell, LLP**
- **HSLI**
- **Milliman, Inc.**
- **Morgan Keegan & Company, Inc.**
- **Postlethwaite & Netterville, CPAs**
- **Rebowe & Fontenot Benefits & Actuarial, LLC**
- **Reliant Investment Management, LLC**
- **Risk Services of LA, LLC**
- **Ross Bus & Equipment Sales, Inc.**
- **Siemens Building Technologies, Inc.**
- **Software & Services of LA, Inc.**
- **Taylor & Sons Insurance & Financial Services**



LASBO Fall Workshop

November 18, 2008



Paragon Hotel
711 Paragon Place
Marksville, LA 71351
(800) 642-7777



sponsored by

**Louisiana Association
of School Business
Officials (LASBO)**



Program Agenda

Tuesday, November 18, 2008

8:30 a.m.

Registration/Coffee and Pastries

9:00-12 noon

CONCURRENT WORKSHOPS (choose one)

Workshop #1: "LA Department of Education Training: Review of LAUGH and State Reporting Classifications"

This training will focus on the review in the proper use of codes in the Louisiana Accounting and Uniform Governmental Handbook (LAUGH), classifications in the Annual Financial Report (AFR), the Federal Indirect Cost report, and the Excess Cost and Maintenance of Effort reports, and how these reports relate to each other.

- Audit Section Staff, Division of Education Finance
LA Department of Education

Workshop #2: "Accounting Manuals for Purchasing, Capital Assets, & Other Accounting Functions"

DeSoto Parish School Board will share its Purchasing, Capital Assets, and other accounting manuals with the participants. The Purchasing Manual contains guidelines that clarify and interpret the procedures governing all purchases of materials, supplies, textbooks, contracted services, furniture, equipment, and much more. The Capital Assets Manual establishes standard policies and procedures to record and document for all buildings, building improvements, construction-in-progress, equipment, land, land improvements, and vehicles after the purchases are made. In addition, the presenters will discuss procedures on bidding, give several examples of bid documents, provide a schedule of the many items that are bid annually, a copy of a standard contract for professional services, etc. If time permits, copies and brief discussion of their Payroll Manual and School Activity Manual will also be shared.

- Steven Stanfield, Director of Business Services
DeSoto Parish School Board
- Richard Wilkinson, Purchasing Agent
DeSoto Parish School Board

12-1:00 p.m.
Luncheon



1:00-4:00 p.m.

CONCURRENT WORKSHOPS (choose one)

Workshop #3: "School Activity Funds"

This session will discuss areas of potential fraud, concessions, inventory, paying athletic officials, ticket sales, pay issues, and development of a handbook for school accounting use. The panel will also share the steps you should take if fraud is suspected. There will be an opportunity for audience interaction and questions. Internal auditors are encouraged to bring your questions and suggestions for discussion.

- Bill Hebert, Facilitator, Finance Director
Jefferson Davis Parish School Board
- Patricia Coker, Internal Auditor
Ouachita Parish School Board
- Bobbie McDonald, Head Accountant
Lafourche Parish School Board
- Kathy Pool, Accounting Manager
Lincoln Parish School Board
- Donna Post, Internal Auditor
St. Charles Parish Public Schools

Workshop #4: "Payroll Issues"

An informative workshop to discuss timely payroll and benefits issues such as retirement, garnishments, workers' compensation, direct deposits, overtime issues, and extended sick leave. Participants will receive time-saving ideas and lots of payroll tips. Bring your questions for the Q&A period.

- Liz Domite, Facilitator, Director of Finance
Rapides Parish School Board
- Teresa DuBois, Payroll Accountant
Vermilion Parish School Board
- Tracy Gaudet, Payroll Accountant
Assumption Parish School Board
- Tammy James, Assistant Finance Director
Rapides Parish School Board
- Seth Zaunbrecher, Payroll Accountant
Acadia Parish School Board

4:00 p.m.

Certificates/Evaluations/Adjourn



Registration Form

LASBO Fall Workshop

Tuesday, November 18, 2008

Paragon Hotel, Marksville, LA

Badge Nickname _____

Name _____

Position _____

School/Agency _____

Address _____

P.O. Box or Street

City/State/Zip _____

Ph () _____ Fax () _____

Email: _____

Do you plan to eat lunch? Yes No

Concurrent Workshops (9-12 noon - choose one)

- #1 LDE Review of LAUGH & Other State Reports
- #2 Accounting Manuals: Purchasing & Capital Assets

Concurrent Workshops (1-4 p.m. - choose one)

- #3 School Activity Funds (Panel Discussion)
- #4 Payroll Issues (Panel Discussion)

Registration Fee: \$60

Late fee (after 11/1) \$15

Checks Payable to:

LASBO Conference

P.O. Box 1029

Gonzales, LA 70707-1029

ATTN: Billie Tripp

Phone: 225-644-0619

Fax: 225-644-0122

Email: cctripp@eatel.net



Credit Card Payment

VISA MasterCard

Account # _____

Exp. Date _____