

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 **\$75/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 2-8

No refunds after November 8

Accommodations

A small block of 70 rooms has been reserved at the Paragon Hotel in Marksville. Rates are \$82 single or double (North Tower) 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 26 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) (Code #LASN16G). 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**
- **American Express Corporate Services**
- **Argent Trust**
- **B&A Insurance Agency**
- **Capital One Bank**
- **Central Auction House**
- **First Financial Group of America**
- **Foley & Judell, LLP**
- **HSLI**
- **Image Tek of Louisiana**
- **LA Asset Management Pool, Inc. (LAMP)**
- **Milliman, Inc.**
- **Morgan Keegan & Company, Inc.**
- **Postlethwaite & Netterville, CPAs**
- **Rebowe & Fontenot Benefits & Actuarial**
- **Reliant Investment Management, LLC**
- **Risk Services of LA, LLC**
- **Ross Bus & Equipment Sales, Inc.**
- **Software & Services of LA, Inc.**
- **Taylor & Sons Insurance & Financial Services**

LASBO Fall Workshop



November 17, 2009

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



sponsored by

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

Program Agenda

Monday, November 16, 2009

6-9 p.m. **Early Bird Social**
(Concierge Lounge, 7th Floor, Atrium Tower)
sponsored by *First Financial Group of America*



Tuesday, November 17, 2009

8:00 a.m. **Registration / Coffee & Pastries / Visit Sponsors**

9:00-12 noon **CONCURRENT WORKSHOPS (choose one)**

Workshop #1: "LA Department of Education Reporting Requirements for Stimulus Funds"

The American Recovery and Reinvestment Act of 2009 mandates an unprecedented level of reporting and transparency for spending the stimulus funds it provides. This workshop will describe the current and future reporting process for reporting stimulus funds received by LEAs based on current information provided by the U.S. Department of Education. A review of the data elements for reporting these expenditures through the eGMS system will also be provided. There will be discussion on the results of the first quarterly reporting and a time for questions and answers.

- Charlotte Stevens, Director, Division of Education Finance
- Staff, Division of Planning, Analysis and Information Resources
- LA Department of Education

Workshop #2: "LA Public Bid Law & Purchasing"

The basics of the LA Public Bid Law will be covered: who does it apply to, the basic rules regarding the purchase of materials and supplies and the basic rules regarding public works projects. Recent changes to the Public Bid Law will be discussed, including a review of the 2009 Legislative Session and some recent Attorney General opinions. Also, some exceptions and alternatives to the Bid Law will be shared.

- Richard "Rick" McGimsey, Assistant Attorney General
- Michael Vallan, Assistant Attorney General
- LA Dept. of Justice, Office of Attorney General

Workshop #3: "Accounting Basics"

This workshop is designed for entry level personnel and school secretarial positions. Learn the basics for proper financial reporting and tools to assist finance-related personnel in their daily tasks. Topics include: basic accounting terms and concepts; transaction processing; selected accounting processes (cash vs accrual accounting, prepayments, receivables, payables); generating financial reports (balance sheet, revenue and expenditure reports, trial balance, general ledger); accounting practices and definitions; and specific examples.

- Aloysia C. Ducote, CPA, Ducote & Company, CPAs
- Mary Bonnette, CPA, Finance Director, Avoyelles School Board
- Jaimie Lacombe, Grants Accountant, Avoyelles School Board

12-1:00 p.m. **Luncheon**

1:00-4:00 p.m.
CONCURRENT WORKSHOPS
(choose one)

Workshop #4: "From Hiring to Firing . . . and All Points Between"

Recent legislation from the 2009 Legislative Session and recent court cases involving school personnel will be discussed. More general topics such as observations, evaluations and payroll issues, including garnishments will also be covered. Additionally, time will be spent reviewing sexual misconduct issues.

- Jon Guice, Attorney, Hammonds & Sills

Workshop #5: "IRS Issues"

- * Form 1099 Filing Requirements
- * Employee vs. Independent Contractor
- * Fringe Benefits
- * Travel Reimbursements
- * Common Audit Issues
- Lynette Thibodaux, FSLG Revenue Agent
- Internal Revenue Service (IRS)

Workshop #6: "Grants Management Basics" (Panel Discussion)

This workshop will provide information on how you can keep up with and track your grant records through spreadsheet use, perform routine reconciliations, and prepare requests for funds; also, basic grant rules and some common problem areas that you might encounter will be discussed; additionally, suggested resource information will be shared that should assist you in finding possible solutions. Time for questions and answers will be included.

- Juanita Duke, Grants Accountant
- Ouachita Parish School Board
- Stephen Flanders, Acctg/Grants Manager
- DeSoto Parish School Board
- LaFon Ortis, Grants Accountant
- Lafourche Parish School Board

4:00 p.m.
Certificates/Evaluations/Adjourn



Registration Form

LASBO Fall Workshop

Tuesday, November 17, 2009

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
Shirt Size S M L XL 2X 3X

Concurrent Workshops (9-12 noon - choose one)

- #1 LDE Reporting Requirements for Stimulus Funds
- #2 Louisiana Public Bid Law/Purchasing
- #3 Accounting Basics

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

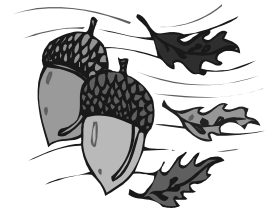
- #4 From Hiring to Firing . . . and All Points Between
- #5 IRS Issues
- #6 Grants Management Basics

Registration Fee: \$75

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 AMEX

Account # _____

Exp. Date _____