Carl Vinson
Institute of Government
UNIVERSITY OF GEORGIA

SCHOOL FINANCIAL ACCOUNTING PERSONNEL

CERTIFICATE PROGRAM

ANNOUNCING a new professional learning program designed for K-12 school based support personnel who are responsible for the day to day operation of school accounting and funds, budgets, purchasing, payroll processing and ensuring a school's financial procedures are in line with local board policies, state and federal laws.

We worked with a design team of educational professionals and financial support personnel from across Georgia to create relevant material for this certificate in accordance with National Association of State Boards of Accountancy (NASBA) standards.

PROGRAM CURRICULUM SEGMENTS

The programs Curriculum Segments are taught by experienced faculty members.

FINANCIAL GOVERNANCE AND QBE	Focuses on the role of the superintendent and board in setting financial policies; financial governance standards; objectives of school internal accounting; and major components of the Quality Basic Education funding formula.	**SCHOOL LEVEL BUDGETING**	Identifies the basics of the budgeting process, the components of a strong budget, financial planning and calendar; focuses on supporting the principal and staff in the budget preparation process.
INTERNAL CONTROL	Presents the five components of internal control: control environment, risk assessment, control activities, information/communication and monitoring. Generates best practices for financial transactions performed at the school level.	**SCHOOL LEVEL PURCHASING**	Emphasizes the importance of the school level purchasing process by reviewing the components of the purchasing cycle, applicable laws and best practices of governmental procurement.
FRAUD	Introduces the common categories of fraud and discusses the components of the fraud triangle; implements strategies to assess high risk areas and ways to detect and prevent fraud.	**PREPARING REPORTS**	Promotes the importance of report preparation for pertinent financial and non-financial data. Identifies tools available for data utilization and graphic organizers.
GOVERNMENTAL SCHOOL ACCOUNTING	Highlights basic accounting concepts for governmental funds. Illustrates the accounting equation, chart of accounts, double entry accounting, accounting systems and records, fund accounting and basis of accounting.	**PROJECT BASED LEARNING**	A financial management school level project is required to demonstrate application of the topics learned in the program.

EDUCATING FOR SUCCESS

Job-Embedded Professional Learning for Georgia's School Based Accounting Personnel will

- enhance accountability at the school level for reliable, accurate and timely financial accounting and reporting
- equip new and veteran school based accounting personnel with the knowledge and best practices to
  - advise and support school administrators charged with the responsibility of financial management
  - maintain financial records for all funds received by or assigned to a school with a high level of honesty, accuracy and responsibility
  - advise and support educators entrusted with public funds and property

PROGRAM OVERVIEW

To earn a School Financial Accounting Personnel Certificate, participants must complete 24 program hours through a variety of instructional activities covering the program's core curriculum.

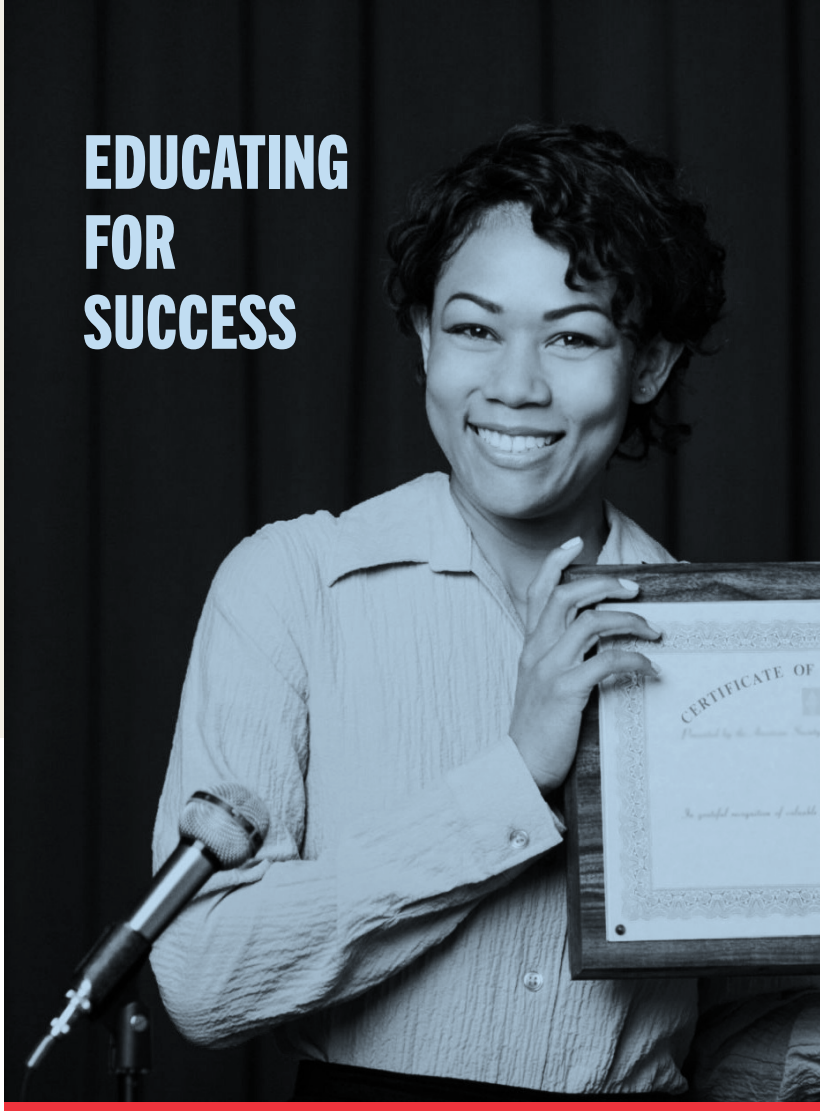
ASSESSMENTS: pre and post accounting survey; a financial management school level project and presentation. The project is intended to demonstrate the participant's ability to apply the skills and knowledge acquired during the program as well as provide a direct benefit to the school.

CLASS SIZE: a cohort of up to 25 participants

INSTRUCTIONAL DELIVERY: blended approach offering virtual and face-to-face learning experiences

RECOGNITION: Upon successful completion of the program, participants will receive a certificate of achievement issued by the Carl Vinson Institute of Government. It is recommended graduates be recognized by their superintendent and board of education at a school board meeting.

COST: $769 per person



COLLABORATION AND PARTNERSHIPS

The Carl Vinson Institute of Government welcomes the opportunity to partner with a school system, Regional Education Service Agency or an educational professional organization to customize the program to meet the needs of your organization.

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Each year, thousands of elected and appointed government officials and administrators enroll in continuing education opportunities offered by the Institute of Government. These officials and administrators take part in over 600 training and education courses that improve their knowledge and skills. Participants benefit from the advanced instructional tools and broad expertise that our instructors bring to all of their education and professional development programs.