IOWA STATE UNIVERSITY

**SCHOOL BUSINESS OFFICIAL AUTHORIZATION PROGRAM**

**Year One – Program of Study *(September, 2014)***

1. Iowa Association of School Business Officials (IASBO)
2. New SBO Boot Camp (6.0 hrs.)
3. School Finance Basics *(1 hr.)*
4. End-of-Fiscal Year Preparation, and Preparation for CAR & Annual Audit *(1 hr.)*
5. Payroll Processing and Reporting *(1 hr.)*
6. Overview of Special Education Funding *(2 hrs.)*
7. Chart of Account Coding *(1 hr.)*
8. New SBO Fall Orientation (5.0 hrs.)
9. Duties of the Board Secretary/Treasurer, the Uniform Administrative Procedures Manual *(1hr.)*
10. Accounting and Audit Responsibilities *(1 hr.)*
11. Case Study approach to Legal Considerations for Schools *(2 hrs.)*
12. Line Item Budget Preparation *(1 hr.)*
13. New SBO Monthly Webinars (12 hrs.)

*(One or more of the SBO standards will be addressed in each webinar. The standards, and accompanying criteria, will be identified prior to each webinar. Documentation will be maintained in the ISBMA office.)*

1. Calendar of Critical Dates *(1 hr. per mo. = 12)*
2. IASBO "Introduction to Aid & Levy and Certified Budget Process for New SBO” (5 hrs.)
3. Iowa School Business Management Academy
4. New SBO Introductory Session (3 hrs.)
5. SBO Legislation – *Code of Iowa* Chapter 81 (IAC 281)
6. SBO Standards and Criteria
7. SBO Authorization Program – Goals, Expectations, Year One & Two Programs of Study, Timelines, Course Syllabi
8. Recommended Resources, i.e. various websites, Universal Administrative Procedures (UAP) Manual – abbreviations and topics covered
9. Reconciling the bank statement
10. Fall Session
11. General Session - Current Issues (3 hrs.)

Topics/content to be determined based on current needs as identified by Academy Advisory Committee, *i.e. DE issues/updates, legislative updates, GASB changes*

1. New SBO Session (4 hrs.)
2. Controls in the purchasing process – *(2 hrs. – offered in alternating years)*
3. Overview of special education funding, including Medicaid – *(2 hrs. – offered in alternating years)*
4. Spring Session
5. General Session – Current Issues (3 hrs.)

Topics/content to be determined based on current needs as identified by Academy Advisory Committee, *i.e. DE issues/updates, legislative updates, GASB changes*

1. New SBO Session (4 hrs.)
2. Student Activity Funds: public purpose, board approval, purchasing policies – *(2 hrs. – offered in alternating years)*
3. Technology applications/resources – *(2 hrs. – offered in alternating years)*, i.e. EdInsight, DE website, and other online resources
4. May Academy (21 hrs.)
5. Foundations of Education *(2 hrs.)*
6. School Finance Basics I *(2 hrs.)*
7. School Finance Basics II *(2 hrs.)*
8. School Finance Basics III *(2 hrs.)*
9. Basic School Accounting/Reporting I *(2 hrs.)*
10. Basic School Accounting/Reporting II *(2 hrs.)*
11. Legal: Liability and Risk Management *(2 hrs.)*
12. Legal: Basic Governance *(2 hrs.)*
13. Human Resources (non-legal) *(2 hrs.)*
14. New SBO Session
15. Basic School Accounting/Reporting II – CoA, CAR (cont’d.) *(1.5 hrs.)*
16. Closing Out the First Year *(1.5 hrs.)*
17. Academy Webinars Year 1 (15 hrs.) – Uniform Administrative Procedures (UAP) Manual, Chapters 1-3, 5-7 *(offered in alternating years)*
18. Session One
19. Chapter1: Governance *(3 hrs.)*
20. Session Two
21. Chapter 2: Elections *(1.5 hrs.*)
22. Chapter 3: Meetings and Minutes – School Board Meetings *(1.5 hrs.)*
23. Session Three
24. Chapter 5: School Foundation Program and Demonstration of Aid & Levy Worksheet *(3 hrs.)*
25. Session Four
26. Chapter 6: Budgeting and Demonstration of Budget Forms *(3 hrs.)*
27. Session Five
28. Chapter 7: Financial Accounting *(3 hrs.)*
29. Mentoring Program (required – no credit provided)