

# GASBO

## GEORGIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

### 2011 CONFERENCE NEWSLETTER AND REGISTRATION INFORMATION

**Message from our President .....Jim Smith**

The 46<sup>th</sup> annual GASBO conference is just around the corner and our Board has been busy all year planning this conference. Our theme is "GASBO MANIA - COME TOGETHER". Conference sessions include several new topics and new presenters as well as the return of previous sessions of interest. The conference registration fee not only includes three days of professional growth, but also provides you with dinner and entertainment on Tuesday night, breakfast and lunch on Wednesday and Thursday, Thursday night - dinner and movie night, and our conference wrap-up breakfast on Friday.

Mark your calendar to join us for our conference kick-off dinner Tuesday evening. We have a light-hearted event planned that is sure to get you off to a great start. You will not want to miss any opportunity during the conference to network with fellow GASBO members. The primary reason GASBO exists is to provide our members (you) with excellent learning and networking opportunities to enhance the business offices of our public schools in Georgia. So, make your reservations early and we'll mark your spot for another great conference.

My sincere appreciation is extended to the GASBO Board Officers, Directors, and Executive Secretary for their sacrifices and efforts in planning this conference. They have great creativity and energy and have worked diligently to develop excellent opportunities to learn, share ideas, find solutions, and make it fun. We plan this conference with you in mind and we want to make sure the time away from your office will be beneficial to you.

Please take the opportunity throughout the conference to visit the vendors and sponsors. Without their support and contributions, our conference would not have the quality we have enjoyed through these years. Be sure to thank them for their attendance and support. I look forward to seeing all of you in November. Be there!!!

**WORKSHOP: TUESDAY, NOVEMBER 8, 2011**

**Cost: \$75.00 per person per workshop**

**Registration 8:00 - 8:30 a.m.**

**Workshop: 8:30 a.m. - 4:00 p.m.**

**With one hour for lunch on your own. Room Location TBA**

**"Preparing an Accounting Policy and Procedures Handbook"**

**Presenter: Paul Glick**

**SPECIAL HALF-DAY WORKSHOP**

**TUESDAY, NOVEMBER 8th, 1:00 p.m. - 4:00 p.m.**

**\$45.00 per person**

**Room Location TBA**

**"Preparation of Notes to the Financial Statement"**

**Presenter: Suzanne Hatfield, CPA CGFM  
Audit Manager**

**Georgia Department of Audits**

**SPECIAL HALF-DAY WORKSHOP**

**TUESDAY, NOVEMBER 8th, 1:00 p.m. - 4:00 p.m.**

**\$45.00 per person Room Location TBA**

**"Handling and Defending Unemployment Claims"**

**Presenters: Attorney Dan Murphy and Attorney Blake Sharpton**

**Handling and Defending Unemployment Claims, which we seem to see contested with more urgency and energy today, given the premium on saving every possible \$ we can."**

**Presenters:**

**Attorney Dan Murphy,  
McLaughlin and Murphy, LLP  
and  
Attorney Blake Sharpton  
Jones, Cork and Miller, LLP**

You must register for the conference in order to attend one of the special workshops on Tuesday. Indicate on the Conference Registration Form the workshop and include the amount in your total with your check for the conference. **PLEASE NO PURCHASE ORDERS. ONLY CHECK OR CASH. NO CREDIT CARDS.**

**GASBO**

**POST OFFICE BOX 1484  
SNELLVILLE, GEORGIA  
30078-1484**

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**Plan to attend the 46th Annual  
Conference and Exhibits  
of the Georgia Association of  
School Business Officials  
November 8 - 11, 2011**

**Augusta Marriott Hotel**

**School Nutrition Program Special  
Interest Sessions will be offered on  
Wednesday and Thursday.**

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**AUGUSTA MARRIOTT HOTEL  
OGLETHORPE BALLROOMS  
NOVEMBER 8, 2011 7:00 p.m. (dinner)  
Followed by  
"THE RETURN" Band**

Every detail from The Beatles' early live performance years has been studied and carefully recreated. From the mop-top haircuts and English tailored suits, to the actual instruments and stage equipment, The Return's authenticity gives new audiences and many older fans a performance unlike any they have ever witnessed.

**Co-Sponsored by:  
MORGAN KEEGAN AND COMPANY, INC. ,  
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**HOTEL RESERVATIONS**

**706-722-8900; 706-823-6596 (fax) for registration.  
\$134.00 plus 13% tax per night single/double occupancy. An additional \$1.00 will be added to each room per night to cover transportation and tourism fee. Augusta Marriott Hotel and Suites, Two Tenth Street, Augusta, Georgia. Suites located on Ninth Street, Augusta.**

Augusta Marriott Hotel and Suites are a smoke free property.  
Reservations cutoff date: October 17, 2011  
Parking available free for hotel guests; otherwise, parking is \$3.75 an hour.  
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**Governor Deal has been invited to speak at either the Wednesday Luncheon or Friday Breakfast.**  
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**THURSDAY EVENING: 8:30 p.m. - 11:00 p.m.**

**Join us for Dinner and a Movie Sponsored by:  
American Fidelity Assurance Company**

**FRIDAY BREAKFAST AND BUSINESS SESSION:**  
**9:00 a.m.– 11:00 a.m. Speaker: TBD**

**TENTATIVE SCHEDULE OF EVENTS  
WEDNESDAY, NOVEMBER 9, 2011**

Registration 7:00 - 7:30 a.m.; 8:40 a.m. - 4:00 p.m. Closed during meal functions. **8:00 a.m. - 4:30 p.m. Exhibit Area Open - Visit with our Exhibitors**

Breakfast 7:30 a.m. - 8:30 a.m. Enjoy Breakfast sponsored by **Alexander and Company, Inc.** Our morning break is sponsored by **Alexander and Company, Inc.**

**FOR ADDITIONAL INFORMATION ON SOME TOPICS, PLEASE CONTACT OUR WEBSITE: [www.gasbo.org](http://www.gasbo.org)**

**FIRST SESSIONS: 8:40 a.m. - 9:30 p.m.**

**INSPIRATIONAL MOMENTS** - Dale Alexander, Alexander and Company

**GAAP UPDATE**- Paul Glick

**HANDLING AND DEFENDING UNEMPLOYMENT CLAIMS- 49% RETIREES** Attorney Dan Murphy, McLocklin and Murphy, LLP

**FINANCIAL MANAGEMENT FOR SNP** – Claude Mwanda Accounting Program Manager, Finance and Budget Unit, SNDOE

**PC GENESIS** - Georgia Department of Education

**MID-MORNING BREAK 9:30 a.m. - 10:00 a.m.** Sponsored by: **Alexander and Company, Inc.**

**SECOND SESSIONS: 10:00 a.m. - 10:50 a.m.**

**FINANCIAL REVIEW UPDATE** - Georgia Department of Edu.

**GASBS 54**- Paul Glick

**HANDLING AND DEFENDING UNEMPLOYMENT CLAIMS** Attorney Dan Murphy, McLocklin and Murphy, LLP

**FINANCIAL MANAGEMENT FOR SNP** - Continued

**WHAT IS THAT PERSON THINKING?** Debra Dixon Doss, SASBO Executive Director

**THIRD SESSIONS: - 11:00 a.m.—11:50 a.m.**

**WORKING RETIREES: ARE YOU IN COMPLIANCE?**

**TEACHER'S RETIREMENT SYSTEM** - Mike Zarem, Teachers Retirement System

**CAPITAL ASSETS** - Paul Glick

**PROCUREMENT UPDATE** - Valerie Bowers, Program Manager, Food and Nutrition Business Support Unit, SNDOE

**HEALTH CARE REFORM UPDATES**– James Jackson, American Fidelity Assurance Company

**WHAT IS THAT PERSON THINKING?** (Continued)

**LUNCH - 12:00 p.m. - 1:30 p.m. SPEAKER - TBD - Lunch Sponsored by LSW INSURANCE COMPANY**

**FOURTH SESSIONS: 2:10 p.m. - 3:00 p.m.**

**LEGISLATIVE UPDATE** - Herb Garrett, Executive Director, GA Superintendents Association

**GA FUND 1 UPDATE** - Tommy Hills, GA Department of Revenue

**SESSION TO BE ANNOUNCED** - Sponsor LSW Insurance Compa-

ny  
**HOW FULL IS YOUR BUCKET?**- Debra Dixon Doss, SASBO Executive Director

**HOW TO MAKE ACCESS WORK FOR YOU**- Alicia Harkleroad, Payroll /Benefits Specialist, & Mary Ann Chaney, Finance Specialist, Ware County Schools

**AFTERNOON BREAK - 3:00 p.m. - 3:30 p.m. - Sponsored by: Softdocs, Inc.**

**FIFTH SESSIONS: 3:30 p.m. - 4:20 p.m.**

**LEGISLATIVE UPDATE** - Repeat

**GA FUND 1 UPDATE** (Repeat)- GA Department of Revenue

**TOPIC TO BE ANNOUNCED**

**THE SECRET OF GREAT LEADERSHIP - WE LEARNED AS A CHILD** - Debra Dixon Doss, SASBO Executive Director

**TO BE ANNOUNCED** - Morgan Keegan and Company, LLC

**RECEPTION FOR GASBO MEMBERS ONLY:** Sponsored by: **GSBA Worker's Compensation Fund and GSBA Risk Management Fund 4:30 p.m. - 6:30 p.m.**

**THURSDAY, NOVEMBER 10th**

**REGISTRATION: 7:30 a.m. - 10:00 a.m.** Closed during meal functions

**BREAKFAST: 8:00 a.m. - 8:45 a.m.** Sponsored by: **Mauldin and Jenkins, Certified Public Accountants and Consultants, LLC**

**Visit with our Exhibitors: 7:30 a.m. - 2:00 p.m.**

**SIXTH SESSIONS: 9:00 a.m. - 9:50 a.m.**

**FINANCIAL REVIEW UPDATE** - (Repeat)

**GOVERNMENT-WIDE CONVERSION** - Paul Glick

**TOPIC TO BE ANNOUNCED** - Georgia School Boards Association

**SNO** – Claude Mwanda Accounting Program Manager, Finance and Budget Unit, SNDOE

**BYOT (BRING YOUR OWN TECHNOLOGY)** - Tim Clark, Instructional Technology Specialist, Forsyth County Schools

**MID-MORNING BREAK: 9:50 p.m.—10:20 p.m.** - Exhibit Hall Sponsored by **Software Systems Unlimited, Inc.**

**SEVENTH SESSIONS: 10:20 a.m.—11:10 a.m.**

**LEGAL ISSUES (Payroll, Accounting and Financial Reporting)** - Attorney Cory Kirby, Harben and Hartley, LLP

**GAAP UPDATE** (Repeat) - Paul Glick

**HOW TO FIND YOUR HIDDEN MONEY** - John Vassar, SES Medical Provider Services

**STRESS RELIEF** - Roger Underwood, SASBO President

**BYOT (BRING YOUR OWN TECHNOLOGY)** - Repeat

**EIGHTH SESSIONS: 11:20 a.m. - 12:10 p.m.**

**LEGAL ISSUES (Payroll, Accounting & Financial Reporting:** (Continued)

**CAPITAL ASSETS** (Repeat) - Paul Glick

**ACCOUNTING UPDATE** - Mauldin and Jenkins, LLC

**FINANCIAL MANAGEMENT ROUNDTABLE**–

Cindy Ham, School Nutrition Director, Brantley County Schools

**HEALTH CARE REFORM UPDATES** - (Repeat) James Jackson, American Fidelity Assurance Company

THURSDAY, NOVEMBER 10th

**LUNCH:** 12:10 p.m. - 2:00 p.m. - Sponsored by: VALIC CHORAL SINGERS, DAVIDSON FINE ARTS SCHOOL

**BREAK:** 2:00 p.m. - 2:30 p.m.

**NINTH SESSION:** 2:30 p.m. - 4:00 p.m.

**CURRENT AUDIT ISSUES** - Suzanne Hatfield, CPA CGFM, Audit Manager Kristina Turner, CPA CISA, Technical Coordinator, Georgia Department of Audits

**CONTINUING PROFESSIONAL EDUCATION (CEP)**

**CREDIT** will be granted for all sessions Tuesday through Thursday. The form for CPA credit and other professional certification will be in the registration package.

**2011 GASBO**

**OUTSTANDING SCHOOL BUSINESS OFFICIALS AWARD**

Information and forms are available on our website: [www.gasbo.org](http://www.gasbo.org) - click on Outstanding School Business Officials Award

For updated information regarding the conference, please contact our website [www.gasbo.org](http://www.gasbo.org)

**REGISTRATION REFUND POLICY FOR THE**  
**2011 GASBO CONFERENCE**

770-972-2722

1. Refund requested before **October 15, 2011**, 100% of the fees paid. Does not include membership dues (GASBO and SASBO) and processing expenses.
2. Request must be in writing to the Executive Secretary, GASBO, P. O. Box 1484, Snellville, Georgia 30078-1484 and must be signed by person requesting the refund. Request may be emailed to Executive Secretary, [gasbo.org@att.net](mailto:gasbo.org@att.net). Request received by our Executive Secretary after **October 15, 2011**, will **not** be refunded.
3. A \$50.00 fee will be deducted from the refund to cover the processing expenses.
4. Refund does not apply to the exhibitors.

