



Louisiana Association of School Business Officials
LASBO Spring Seminar
March 13-16, 2018
Sheraton New Orleans Hotel, New Orleans, LA
Continuing Professional Education Attendance Record

NAME: _____ TITLE: _____

AGENCY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PH: () _____ FAX: () _____ Email: _____

CERTIFICATION: (CPA, LASBO Cert., CGFO, CGFM, etc.) _____

Please check sessions attended for the day, sign at the bottom of the form, and return to the registration desk before you leave today. A copy will be returned to you for your files. If you attended the entire morning and afternoon sessions, a maximum of 12 hours recertification/certification and 15 hours CPE may be requested.

Wednesday Conference Workshops:

1:00 p.m. to 3:00 p.m. Concurrent Workshops

Workshop #1 **Heard it Through the Grapevine:** Financial Policy and Procedures-Developing and reviewing financial policies and procedures. _____ (2 / 120)

Workshop #2 **Heavy Metal:** FBI Fraud- Review and discussion of sample fraud cases _____ (2 / 120)

3:30 p.m. to 6:00 p.m. Opening Ceremony/ Ryan Lowe, Keynote _____ (2 /150)

8:30 a.m. to 9:45 a.m. Concurrent Workshops

Workshop #3 **Play by Ear:** Update on Worker's Comp Laws- Review of Worker's Comp laws and discussion of how to handle Worker's Comp claims _____ (1.25/75)

Workshop #4 **You've Got the Beat:** A review of the chart of the accounts - How to make your chart of accounts work for you _____ (1.25/75)

Workshop #5 **I Found My Thrill:** Creating and Award Winning Bid- Discussion of where to start _____ (1.25/75)

Workshop #6 **Rock On:** How full is your bucket? Discover positive strategies to use at work _____ (1.25/75)

10:15 a.m. to 11:30 a.m. Concurrent Workshops

Workshop #7 **Rhythm & Blues:** Uniform Grants Guidance Internal Control Policies-Review of internal control policies _____ (1.25/75)

Workshop #8 **As Fit as a Fiddle:** Relax and Rejuvenate-Yoga! Yoga! Yoga! _____ (1.25/75)

Workshop #9 **Boogie Woogie:** Excel Basic _____ (1.25/75)

Workshop #10 **Blow Your Own Trumpet:** Market your District-How to improve the perception of your district _____ (1.25/75)

1:30 p.m. to 2:45 p.m. Concurrent Workshops

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|---------------------|---|-----------------|
| Workshop #11 | Play the Music: PEP Overview- Overview of PEP procedures and common problems | _____ (1.25/75) |
| Workshop #12 | Hip Hop: Excel Intermediate/Advanced | _____ (1.25/75) |
| Workshop #13 | Play it Again Sam: A year in the life of a Business Official | _____ (1.25/75) |
| Workshop #14 | Rock & Roll: Getting Organized-Tips on how to declutter your workspace. | _____ (1.25/75) |

3:15 p.m. to 4:30 p.m. Concurrent Workshops

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|---------------------|---|-----------------|
| Workshop #15 | Got My Mojo Working: The other elements of fraud-So much of the discussion regarding fraud focuses on the misappropriation of funds, but what about waste and abuse? | _____ (1.25/75) |
| Workshop #16 | Play by Ear: Public Bid Law- Purchasing procedures, RFP's, and more | _____ (1.25/75) |
| Workshop #17 | Preaching to the Choir: Industrial Tax Exemption Program - Recent changes made by Governor Edwards required local taxing authorities to approve industrial tax exemptions. | _____ (1.25/75) |
| Workshop #18 | Face the Music: Tax Election Process-Update on the in's and out's of the tax election process. | _____ (1.25/75) |

9:45 a.m. Certification Program/ Closing Presentation _____ (2 / 150)

TOTAL Credit hours maximum (12 recertification/certification/15 CPE) _____

SIGNATURE: _____ DATE: _____

ACCEPTED: _____ DATE: _____