

**MSBO Chief Financial Officer Certification Program Recommendation to New Program  
February 14, 2017**

<i>Current Program</i>	<i>Recommended Changes</i>
Bonding/Borrowing/Investing (3 hours)	Bonding/Borrowing/Investing (3 hours) – <b>no change</b>
Cash Management (3 hours)	Cash Management (3 hours) <ul style="list-style-type: none"> <li>• <b>Add content on managing the accounts receivable and accounts payable processes</b></li> </ul>
Collective Bargaining Agreement, Contracts (3 hours)	Collective Bargaining Agreement, Contracts (3 hours) – <b>no change</b>
Effective Communication (3 hours)	<b>Eliminate</b> <ul style="list-style-type: none"> <li>• <b>PD Committee rationale: The Committee felt that many members in this track come with this experience or enter into the Leadership Institute track. The member can still take this as an elective.</b></li> <li>• <b>As part of the review to compare the requirements of ASBO SFO Certification to the content covered our CFO Certification courses the items covered in Effective Communication while important are not part of the SFO testing.</b></li> <li>• <b>In an attempt to maintain the total hours of the program at 85 we recommend eliminating this course as a requirement in order to shift the 3 hours to a new “Human Resources for the Business Manager” course which will cover a large number of items that are tested on the SFO but not currently covered in our CFO certification classes.</b></li> </ul>
Facilities for the Business Manager (3 hours)	Facilities for the Business Manager (3 hours) <ul style="list-style-type: none"> <li>• <b>Add fixed asset management and crisis management in content</b></li> </ul>
Food Services for the Business Manager (3 hours)	Food Services for the Business Manager (3 hours) – <b>no change</b>
	<b>Human Resources for the Business Manager (3 hours) – NEW CLASS</b> <ul style="list-style-type: none"> <li>• <b>This class will fill a gap in material that became evident during the committee review of content between the CFO and SFO certification.</b></li> </ul>

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Instructional Program Evaluation (3 hours)	Instructional Program Evaluation (3 hours) – <b>no change</b>
Introduction to School Business (14 hours)	<p>Introduction to School Business (14 hours)</p> <ul style="list-style-type: none"> <li>• <b>Add accounts receivable and government fund accounting as part of "Accounting Manual/Fund Accounting"</b></li> <li>• <b>Add written procedures/flow chart manuals as part of "Organizational and Site Office Issues"</b></li> <li>• <b>Add content on grant reporting (one hour recommended) as part of "Reporting State, Federal, and Local Agencies"</b></li> <li>• <b>Remove the "Managing Transportation/Food Service/Facilities" section on the current agenda. This change will free up time to add additional time in the "Retirement" section. These areas do get touched on briefly during the "Organizational and Site Office Issues" presentation and then each of them have their own class as part of the certification track to dive deeper into each topic.</b></li> </ul>
Labor Relations/Employment Law (6 hours)	Labor Relations/Employment Law (6 hours) – <b>no change</b>
Payroll and Related Personnel Issues (3 hours)	<p>Payroll and Related Personnel Issues (3 hours)</p> <ul style="list-style-type: none"> <li>• <b>Add content on managing employee benefit programs</b></li> </ul>
Principles of Education (3 hours)	Principles of Education (3 hours) – <b>no change</b>
	<p><b>Property Tax Overview (6 hours) – NEW CLASS</b></p> <ul style="list-style-type: none"> <li>• <b>This class already exists and is offered annually, but it is not part of the certification program. Based on the amount of content covered as part of this class that appears on the SFO Certification test the committee felt it was important for someone to have taken this class to be fully prepared for the SFO test.</b></li> </ul>
Purchasing Overview (3 hours)	Purchasing Overview (3 hours) – <b>no change</b>

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<p>Revenue, Expenditures and Budgeting Part I (6 hours) Revenue, Expenditures and Budgeting Part II (6 hours)</p>	<p>Revenue, Expenditures and Budgeting Part I (6 hours) Revenue, Expenditures and Budgeting Part II (6 hours)</p> <ul style="list-style-type: none"> <li>• <b>No longer refer to as Part I and Part II</b></li> <li>• <b>Add section on "Managing Budgets" to cover different methods of enrollment projections, developing financial goals, addressing estimation of expenditures, reductions through improved efficiencies and budget adjustments</b></li> <li>• <b>More emphasis and time dedicated to the current "Part II" topics and less on "Part I"</b></li> </ul>
<p>Strategic Planning (3 hours)</p>	<p>Strategic Planning (3 hours)</p> <ul style="list-style-type: none"> <li>• <b>Add content on developing financial goals as an organization and how to develop a budget around those goals</b></li> </ul>
<p>Team Leadership (3 hours)</p>	<p><b>Eliminate</b></p> <ul style="list-style-type: none"> <li>• <b>PD Committee rationale: The Committee felt that many members into this track come with this experience or enter into the Leadership Institute track. The member can take as an elective.</b></li> <li>• <b>As part of the review to compare the requirements of ASBO SFO Certification to the content covered our CFO Certification courses the items covered in Effective Communication while important are not part of the SFO testing.</b></li> <li>• <b>In an attempt to maintain the total hours of the program at 85, we recommend eliminating this course as a requirement. In order to gain 3 hours to help cover the 6 hour requirement of the Property Tax Overview course, we are recommending as a requirement to cover a large number of items that are tested on the SFO but not currently covered in our CFO certification classes.</b></li> </ul>
<p>Technology for the Business Manager (3 hours)</p>	<p>Technology for the Business Manager (3 hours)</p> <ul style="list-style-type: none"> <li>• <b>Add content on the financing of technology and data encryption in email</b></li> </ul>
<p>Transportation for the Business Manager (3 hours)</p>	<p>Transportation for the Business Manager (3 hours) – <b>no change</b></p>

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<b>Wrap-Up/Ethics (2 hours)</b>	<b>Wrap-Up/Ethics (2 hours) - no change</b>
<b>Electives (6 hours)</b>	<b>Electives (3 hours) – Reduced to gain 3 additional hours to make the Property Tax Overview a requirement and maintain the overall 85 hour requirement for certification.</b>
<b>Total 85 hours</b>	<b>Total 85 hours</b>
<b>Renewal – 150 hours including 13 hours of Group Solutions</b>	<b>Renewal – 150 hours including</b> <ul style="list-style-type: none"> <li>• <b>6.5 hours of Group Solutions and one "Financial Statement Preparation" workshop session per renewal.</b></li> </ul>