



Charter Schools Financial Management Certification Program

The Carl Vinson Institute of Government (CVIIOG) Charter Schools Financial Management Certification Program prepares individuals with the unique skills and knowledge needed to financially operate a school in the growing charter sector. This program is ideal for charter school leaders and personnel who are responsible for the school budget, accounting, payroll processing, purchasing, and ensuring the school's financial policies are in line with state and federal law and best practices.

The State Charter Schools Commission of Georgia (SCSC) will offer full scholarships to school business managers and administrators from state charter schools who wish to enroll in the CVIIOG Charter Schools Financial Management Certification Program.

Representatives from state charter schools who wish to enroll in this certificate program should contact Lauren Holcomb, Director of Organizational and Resource Development, at lauren.holcomb@scsc.georgia.gov or (404) 656-2822.

REQUIRED COURSES

Note: Enrollees may attend available courses on other dates available through the CVIIOG, but all courses must be completed within a three-year period to obtain certification. Visit the [CVIIOG website](#) to see other dates that these courses are available.

Payroll Administration

November 6, 2014

Location: Atlanta, GA (TBD)

This course will focus on the following topics of the payroll process:

- Fair Labor Standards Act
- new employee documentation
- compensation calculation through the W-2 process
- benefits including insurance and pensions
- payroll taxes and remittances
- payroll deductions
- reporting and recording payroll
- internal controls related to payroll
- payroll resources

Introductory Accounting

February 25-27, 2015

Location: Atlanta, GA (TBD)

This course will introduce the participant to basic accounting concepts for governmental funds. Topics covered include –

- accounting equation
- chart of accounts
- double entry accounting

- accounting systems and records
- fund accounting
- basis of accounting
- payroll and benefit accounting
- case study

Budgeting for Charter Schools

May 6, 2015

Location: Atlanta, GA (TBD)

This course will focus on roles of the board and staff in budgeting, budget preparation process, estimating revenues and expenditures, projection of ending fund balance, and justification of budget to funding authorities and board. Budget administration, long term financial planning, and the Quality Basic Education funding formula will also be discussed.

Purchasing

May 7, 2015

Location: Atlanta, GA (TBD)

This course will focus on topics important to the purchasing process, from determining needs to receipt of purchased goods and services. Also discussed are alternative purchasing methods, required documentation, and ethics.

Internal Controls

July 2015 (TBD)

Location: Atlanta, GA (TBD)

This course will introduce the participant to the five components of internal controls: control environment, risk assessment, control activities, information and communication and monitoring. Discussion will include the importance of internal controls for charter schools including high risk areas charter schools should consider.

Writing Financial Policies

July 2015 (TBD)

Location: Atlanta, GA (TBD)

This course will focus on the policies important to charter schools including Accounting and Financial Reporting, Budget, Revenue, Expenditures, Fund Balance, Capital Asset, Cash and Investments, and Purchasing.

Total Training Days – 8, Completed within 3 year period