Charter Schools
Financial Management Certification Program

The University of Georgia's Carl Vinson Institute of Government offers the Charter Schools Financial Management Certification Program for charter school leaders and personnel who are responsible for:

- School Budgets
- Accounting
- Purchasing
- Payroll Processing

and ensuring school financial policies are in line with state and federal laws.

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or visit www.cviog.uga.edu/charterfinance
The University of Georgia’s Carl Vinson Institute of Government worked with the Georgia Department of Education, the State Charter Schools Commission, and the Georgia Charter Schools Association to create relevant material for this certification.

### Course Schedule

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Administration</td>
<td>$199 per attendee</td>
<td>November 14, 2017</td>
<td>Administrative Offices of the Courts&lt;br&gt;244 Washington St., 3rd Floor&lt;br&gt;Atlanta, Georgia 30334</td>
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<tr>
<td>Purchasing</td>
<td>$199 per attendee</td>
<td>November 15, 2017</td>
<td>Administrative Offices of the Courts&lt;br&gt;244 Washington St., 3rd Floor&lt;br&gt;Atlanta, Georgia 30334</td>
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<tr>
<td>Budgeting for Charter Schools</td>
<td>$199 per attendee</td>
<td>February 20, 2018</td>
<td>Administrative Offices of the Courts&lt;br&gt;244 Washington St., 3rd Floor&lt;br&gt;Atlanta, Georgia 30334</td>
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<tr>
<td>Writing Financial Policies</td>
<td>$199 per attendee</td>
<td>February 21, 2018</td>
<td>Administrative Offices of the Courts&lt;br&gt;244 Washington St., 3rd Floor&lt;br&gt;Atlanta, Georgia 30334</td>
</tr>
<tr>
<td>Internal Controls</td>
<td>$199 per attendee</td>
<td>May 9, 2018</td>
<td>Administrative Offices of the Courts&lt;br&gt;244 Washington St., 3rd Floor&lt;br&gt;Atlanta, Georgia 30334</td>
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<tr>
<td>Introductory Accounting</td>
<td>$360 per attendee</td>
<td>July 24-26, 2018</td>
<td>TBD&lt;br&gt;3 consecutive days of training</td>
</tr>
</tbody>
</table>

#### Continuing Education Courses

- **Taking Responsibility for Financial Statements Webinar**
  - March 20, 27, and April 19, 2018
  - $119 per attendee
  - Online Open Meetings Course
  - $119 per attendee
  - Online only

#### Program Overview

- The program consists of 6 required courses
- Participants must pass an online exam for each class
- Participants are given 3 years to complete all courses
- Once certification is earned, 12 hours of continuing professional education is required every 2 years to maintain certification

The **State Charter Schools Commission of Georgia** offers full scholarships to participants.

Visit [www.cviog.uga.edu/charterfinance](http://www.cviog.uga.edu/charterfinance) for more information.

**REGISTER TODAY!**

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