



Building a Better Budget Document

Group Internet-based course

**Repeat
Offering**

December 14, 2016, and again on April 19, 2017

2:00 p.m. – 4:00 p.m. ET

Course Level: Basic • Prerequisite: None • Field of Study: Finance

**2 CPE
CREDITS**

Who Will Benefit

Individuals responsible for preparing a budget.

Program Overview

This interactive Internet training program explains each of the GFOA's Distinguished Budget Presentation Award Program's 27 criteria, using practical examples drawn from the 1,600 budget documents submitted to the program.

Seminar Objectives

- To provide preparers of budget documents a comprehensive overview of the essential characteristics of an effective budget document.

Instructor

John Fishbein, Senior Program Manager, Technical Services Center,
Government Finance Officers Association, Chicago, Illinois

It's Easy to Participate

- The GFOA's Internet training is delivered to attendees via a secure website and audio conferencing service.

Equipment Needed

- A computer with a Web browser to view the presentation. If you have speakers for your computer, you will be able to listen to the training using them.
- If you do not have speakers for your computer, you will need a phone to listen to the presentation. (Speaker phone recommended, but not required.)

How It Works

- Participants will receive an e-mail invitation containing a link with instructions at the beginning of the week the course will be taking place from the e-mail address messenger@webex.com. (Please add this e-mail address to your "allowed senders list.")
- View materials on secure Internet site.
- Ask questions at any time during the course and test your mastery of the material with interactive exercises.
- To join the event more quickly, you can set up Event Manager before the event starts. Go to: <https://gfoa.webex.com/gfoa/ecsetup.php?frommail=1>.

Recommended Reading

Building a Better Budget Document (second edition)

In *Building a Better Budget Document*, the GFOA has assembled more than 250 sample pages from award-winning government budgets. Each chapter is carefully constructed to tell a story about how to present the government budget document in an outstanding manner.

- Real-life examples highlight state-of-the-art budgetary presentation.
- Contents reflect the structure of the 27 criteria used to evaluate budgets submitted to the GFOA Budget Awards Program.
- Narrative text explains how each example meets the program criteria in an exemplary manner.
- All types of governments are represented.
- Includes examples that illustrate some of GFOA's best practices in budgeting.

To learn more, order online, or register for this event, visit www.gfoa.org.



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Program Information (Please Check One)

December 14, 2016 **April 19, 2017**

Please print or type (or register online at www.gfoa.org)

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Register and pay for 3-9 participants and receive 10 percent off the total cost of the registrations. Register and pay for 10 or more participants and receive 15 percent off the total cost of the registrations. To qualify for the group discount, registrations must be submitted together. Individual registrations submitted separately or after the original group is submitted will not qualify for the group discounts.

Cancellation requests must be made in writing to the GFOA. All cancellations received five business days before the event date will incur a \$20 administrative fee. No refunds will be issued after that date.

Substitutions (government entities only): A one-for-one substitution of a nonmember for an active member is allowed. If your organization has a current GFOA member on staff who is not participating in these training seminars, a nonmember may attend in his/her place at the member rate. You must provide the member number and/or name of the GFOA member on the registration form.

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