



Government Finance Officers Association

Meeting your training needs and CPE requirements

Training opportunities

January-March 2017



Group-Live
Course



Group Internet-
Based Course

To learn more or
register for any of
these events, visit
www.gfoa.org



Training opportunities

As part of its mission of promoting the sound financial management of government resources, Government Finance Officers Association (GFOA) proudly sponsors a rich array of training opportunities for finance professionals who serve the needs of state, provincial, and local governments. GFOA training comes in a variety of forms (see below), suitable to learners at all levels (basic, intermediate, advanced), and all of which qualify participants to receive continuing professional education (CPE) credit. Visit www.gfoa.org for details, to register online, and for additional training announcements.

Take part in CPE-accredited:

- **Group-live courses.** Take advantage of training close to home or in your area by participating in a one- or two-day seminar with a GFOA staff member or an approved GFOA instructor.
- **Immersion courses.** Maximize your training opportunities by taking part in subject-intensive courses held at GFOA's offices in Chicago, Illinois.
- **Internet-based seminars.** Enjoy the convenience of training at your desktop by viewing GFOA's one- or two-hour presentations.
- **Web-streaming courses.** View training sessions using the latest video and audio streaming technology from the convenience of your computer.

Web-Streaming Events

**ENCORE
PRESENTATION**

**JANUARY
12**

1st Annual Better Budgeting

Field of study: Finance

Prerequisites: None

Course level: Intermediate

CPE credits: 2

\$70 Active Government Member; \$80 Member Private Sector; \$140 Nonmember Government; \$165 Nonmember Private Sector

2:00 pm – 4:00 pm (Eastern)

Go to www.gfoa.org for group discount information.



Group-Live Courses

Long Beach, California

www.visitlongbeach.com



Classes will be held at the Westin Long Beach:

333 East Ocean Boulevard, Long Beach, California 90802

\$157 single/double plus 15.195% tax or prevailing government per diem rate

**JANUARY
23**

Accounting for Capital Assets

Field of study: Accounting (Governmental)

Prerequisites: *Intermediate Governmental Accounting* or a basic understanding of GAAP for state and local governments

Course level: Basic

CPE credits: 8

Price: \$370 Active/Associate Member; \$550 Nonmember
8:30 am – 4:30 pm, (Pacific)

It is recommended that participants bring a copy of their CAFR to the course.

**Watch www.gfoa.org for webinars
on best practices to be announced.**

JANUARY
23-24

Pension and Benefit Administration Best Practices

Field of study: Business Management and Organization

Prerequisites: None

Course level: Intermediate

CPE credits: 16

Price: \$580 Active/Associate Member; \$790 Nonmember

8:30 am – 4:30 pm (Pacific), both days

JANUARY
24

Evaluating Internal Controls

Field of study: Auditing (Governmental)

Prerequisites: None

Course level: Basic

CPE credits: 8

Price: \$370 Active/Associate Member; \$550 Nonmember

8:30 am – 4:30 pm (Pacific)

JANUARY
24-25

ERP Readiness and System Selection

Field of study: Management Services

Prerequisites: None

Course level: Intermediate

CPE credits: 16

Price: \$580 Active/Associate Member; \$790 Nonmember

8:30 am – 4:30 pm (Pacific), both days

JANUARY
25

Accounting for Pensions and OPEB

Field of study: Accounting (Governmental)

Prerequisites: None

Course level: Advanced

CPE credits: 8

Price: \$370 Active/Associate Member; \$550 Nonmember

8:30 am – 4:30 pm (Pacific)

It is recommended that participants bring a copy of their CAFR to the course.

JANUARY
26-27

Advanced Financial Reporting

Field of study: Accounting (Governmental)

Prerequisites: *Intermediate Governmental Accounting* or a basic understanding of GAAP for state and local governments

Course level: Advanced

CPE credits: 16

Price: \$580 Active/Associate Member; \$790 Nonmember

8:30 am – 4:30 pm, Thursday

8:00 am – 4:00 pm, Friday (all times Pacific)

It is recommended that participants bring a copy of their CAFR to the course.

PLEASE NOTE

- Continental breakfast and lunch are included with the group-live course registration fee. Lunch is only provided on full days.

JANUARY 26-27 **Managing the Budget Process**

Field of study: Finance

Prerequisites: None

Course level: Advanced

CPE credits: 16

Price: \$580 Active/Associate Member; \$790 Nonmember

8:30 am – 4:30 pm, Thursday

8:00 am – 4:00 pm, Friday (all times Pacific)

For more information on what to do while in Long Beach, go to www.visitlongbeach.com.

New Orleans, Louisiana

www.neworleanscvb.com/visit



Classes will be held at the Renaissance New Orleans Pere Marquette Hotel:

817 Common Street, New Orleans, Louisiana 70112

\$160 single/double plus 13% tax

Book early!

Take advantage of the negotiated rate until January 30, 2017, by visiting

<https://aws.passkey.com/event/14801316/owner/44530/home>.

FEBRUARY 13 **Banking Services**

Field of study: Finance

Prerequisites: Experience with public-sector budget process

Course level: Advanced

CPE credits: 8

Price: \$370 Active/Associate Member; \$550 Nonmember

8:30 am – 4:30 pm (Central)

FEBRUARY 13-14 **Best Practices and Effective Budget Presentation**

Field of study: Finance

Prerequisites: None

Course level: Intermediate

CPE credits: 16

Price: \$580 Active/Associate Member; \$790 Nonmember

8:30 am – 4:30 pm (Central), both days

FEBRUARY 14-15 **Intermediate Governmental Accounting**

Field of study: Accounting (Governmental)

Prerequisites: None

Course level: Intermediate

CPE credits: 16

Price: \$580 Active/Associate Member; \$790 Nonmember

8:30 am – 4:30 pm (Central), both days

It is recommended that participants bring a copy of their CAFR to the course.

FEBRUARY
15 **Program Budgeting and Activity Costing**
Field of study: Finance
Prerequisites: None
Course level: Intermediate
CPE credits: 8
Price: \$370 Active/Associate Member; \$550 Nonmember
8:30 am – 4:30 pm (Central)

FEBRUARY
15-16 **ERP Readiness and System Selection**
Field of study: Management Services
Prerequisites: None
Course level: Intermediate
CPE credits: 16
Price: \$580 Active/Associate Member; \$790 Nonmember
8:30 am – 4:30 pm (Central), both days
This course is only available to public-sector practitioners.

FEBRUARY
16 **Budget Monitoring and Administration**
Field of study: Finance
Prerequisites: None
Course level: Intermediate
CPE credits: 8
Price: \$370 Active/Associate Member; \$550 Nonmember
8:30 am – 4:30 pm (Central)

FEBRUARY
16-17 **Advanced Governmental Accounting**
Field of study: Accounting (Governmental)
Prerequisites: *Intermediate Governmental Accounting* or a basic understanding of GAAP for state and local governments
Course level: Advanced
CPE credits: 16
Price: \$580 Active/Associate Member; \$790 Nonmember
8:30 am – 4:30 pm, Thursday
8:00 am – 4:00 pm, Friday (all times Central)
It is recommended that participants bring a copy of their CAFR to the course.

For more information on what to do while in
New Orleans, go to
www.neworleanscvb.com/visit.

*For more details, early and group discount information,
and to register, visit*

www.gfoa.org

Check out course recommended reading and other
GFOA publications on the website.

Reno, Nevada

www.visitrenotahoe.com



Classes will be held at the Grand Sierra Resort:

2500 East Second Street, Reno, Nevada 89595

\$89 single/double plus 13% tax and \$15 resort fee

Book early!

Take advantage of the negotiated rate until February 17, 2017, by visiting

https://resweb.passkey.com/Resweb.do?mode=welcoming_ei_new&eventID=14823807.

MARCH

20

Investing for Pension Funds

Field of study: Business Management and Organization

Prerequisites: None

Course level: Intermediate

CPE credits: 8

Price: \$370 Active/Associate Member; \$550 Nonmember

8:30 am – 4:30 pm (Pacific)

MARCH

20-21

Managing the Budget Process

Field of study: Finance

Prerequisites: None

Course level: Advanced

CPE credits: 16

Price: \$580 Active/Associate Member; \$790 Nonmember

8:30 am – 4:30 pm (Pacific), both days

MARCH

21-22

Advanced Financial Reporting

Field of study: Accounting (Governmental)

Prerequisites: *Intermediate Governmental Accounting* or a basic understanding of GAAP for state and local governments

Course level: Advanced

CPE credits: 16

Price: \$580 Active/Associate Member; \$790 Nonmember

8:30 am – 4:30 pm (Pacific), both days

It is recommended that participants bring a copy of their CAFR to the course.

MARCH

21-22

Pension and Benefit Administration Best Practices

Field of study: Business Management and Organization

Prerequisites: None

Course level: Intermediate

CPE credits: 16

Price: \$580 Active/Associate Member; \$790 Nonmember

8:30 am – 4:30 pm (Pacific), both days

MARCH
22-23

Data Analysis

Field of study: Finance

Prerequisites: None

Course level: Advanced CPE credits: 16

Price: \$580 Active/Associate Member; \$790 Nonmember
8:30 am – 4:30 pm (Pacific), both days

MARCH
23-24

Advanced Governmental Accounting

Field of study: Accounting (Governmental)

Prerequisites: *Intermediate Governmental Accounting*
or a basic understanding of GAAP for state and local governments

Course level: Advanced CPE credits: 16

Price: \$580 Active/Associate Member; \$790 Nonmember

8:30 am – 4:30 pm, Thursday

8:00 am – 4:00 pm, Friday (all times Pacific)

It is recommended that participants bring a copy of their CAFR to the course.

For more information on what to do while in Reno, go to www.visitrenotahoe.com.



Desktop Training

NEW

JANUARY

18

Implementing Fair Value Accounting

Field of study: Accounting (Governmental)

Prerequisites: None

Course level: Intermediate

CPE credits: 2

Price: \$85 Active/Associate Member; \$160 Nonmember

2:00 pm – 4:00 pm (Eastern)

NEW

JANUARY

19

Trends in Citizen Involvement

Field of study: Finance

Prerequisites: None

Course level: Basic

CPE credits: 2

Price: \$85 Active/Associate Member; \$160 Nonmember

2:00 pm – 4:00 pm (Eastern)

NEW

FEBRUARY

8

Effective Note Disclosure: Avoiding the Pitfalls

Field of study: Accounting (Governmental)

Prerequisites: None

Course level: Intermediate

CPE credits: 2

Price: \$85 Active/Associate Member; \$160 Nonmember

2:00 pm – 4:00 pm (Eastern)

FEBRUARY

22

Rating Agency Outlook

Field of study: Management Services

Prerequisites: None

Course level: Basic

CPE credits: 2

Price: \$85 Active/Associate Member; \$160 Nonmember

2:00 pm – 4:00 pm (Eastern)

MARCH

8

Planning for Employee Turnover

Field of study: Business Management and Organization

Prerequisites: None

Course level: Intermediate

CPE credits: 2

Price: \$85 Active/Associate Member; \$160 Nonmember

2:00 pm – 4:00 pm (Eastern)

MARCH

15

Accounting and Disclosure for Debt

Field of study: Accounting (Governmental)

Prerequisites: None

Course level: Intermediate

CPE credits: 2

Price: \$85 Active/Associate Member; \$160 Nonmember

2:00 pm – 4:00 pm (Eastern)

MARCH

29

Best Practices in Budgeting and Fiscal Policy

Field of study: Finance

Prerequisites: Basic understanding of budgeting principles

Course level: Basic

CPE credits: 2

Price: \$85 Active/Associate Member; \$160 Nonmember

2:00 pm – 4:00 pm (Eastern)





Register Today!

GFOA's 111th Annual Conference May 21-24, 2017

at the Colorado Convention Center
in Denver, Colorado.

Go to the "Annual Conference" tab at www.gfoa.org to access the conference brochure and registration form, sign up for preconference seminars, learn about how to apply for a first-time annual conference attendee scholarship, reserve your room in GFOA's official hotel block, and sign up for tours. Take advantage of early and group discounted rates!

Don't Miss GFOA's Preconference Seminars

GFOA's preconference seminars provide an opportunity for attendees to get in-depth training on topics vitally important to finance officers. Come to Denver a day or two early and multiply the benefits you'll get by signing up for these added training offerings.

Preconference sessions will be held at the Colorado Convention Center

700 14th Street, Denver, Colorado 80202.

Reserve your housing in GFOA's **official** conference hotels.

Go to www.gfoa.org to reserve your housing online or to download a reservation form.

For meals provided, see GFOA's conference brochure at www.gfoa.org.

MAY
19

8:30 am – 4:30 pm (Mountain)

FasTracks Project Tour and Lessons Learned*

CPE credits: 8 | Course level: Intermediate

Field of study: Management Services

** This session is limited to the first 100 registrants.*

Alliance for Excellence in School Budgeting

CPE credits: 8 | Course level: Intermediate

Field of study: Finance

MAY
19

1:00 pm – 5:00 pm (Mountain)

The Role of Leadership, Technology, and Finance in a Resilient Government

CPE credits: 4 | Course level: Intermediate

Field of study: Management Services

MAY
20

8:30 am – 12:30 pm (Mountain)

Building Your Professional Network

CPE credits: 4 | Course level: Intermediate

Field of study: Personal Development

Cost, Risk, and Customer Service: Managing an Effective Revenue Collection Function

CPE credits: 4 | Course level: Intermediate

Field of study: Business Management and Organization

Personnel Budgeting

CPE credits: 4 | Course level: Intermediate

Field of study: Finance

MAY
20

1:00 pm – 5:00 pm (Mountain)

Essentials of Debt Issuance

CPE credits: 4 | Course level: Intermediate

Field of study: Management Services

Managing Small Teams

CPE credits: 4 | Course level: Intermediate

Field of study: Personal Development

	Each Half Day	Each Full Day
Government Member	\$160	\$310
Nonmember Government	\$175	\$335
Private-Sector Member	\$185	\$430
Nonmember Private Sector	\$210	\$455

GFOA Training Registration Form

Registration Options:

1. Register online at www.gfoa.org
2. Fax/Mail/Scan and e-mail registrations paid by purchase order, money order, check, or credit card to:
 GFOA, 203 North LaSalle Street, Suite 2700, Chicago, IL 60601
 Fax: (312) 977-4806; E-mail: training@gfoa.org. **If you fax this form, do not mail the original.**

*GFOA retains the right to close classes that are full or cancel classes due to low enrollment. Please do not buy non-refundable tickets until you receive registration confirmation. A copy of the confirmation and invoice will be sent as a PDF attachment via e-mail from training@gfoa.org. Please add this address to your allowed senders list. **All fees must be paid in full by the time of the seminar.** For more registration details, visit www.gfoa.org.*

Please print or type:

Name	Title	Employer
Address	City	State/Province
E-mail Address	Telephone	Fax

GFOA Membership Number _____ Please Check One: Member Nonmember New Member Student

Seminar Title(s)	Date	Location
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Seminar Title(s)	Date	Location
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Seminar Fees Total	\$	_____
10% discount for (3+) group	-	_____
10% discount for paid early registration	-	_____
Discount for paid new member: -\$25.00	-	_____
New member fee: Visit www.gfoa.org or call GFOA at (312) 977-9700 for fee		_____
	Subtotal	\$ _____
See chart at right.	Total	\$ _____

Bill Me. (Scan and e-mail this form to: training@gfoa.org or fax to (312) 977-4806) You must include a purchase order number. Payment must be received for all registrations prior to the event date.

P.O. No: _____
 GFOA Tax ID Number: 36-2167796

Seminar Length	Member	Nonmember
One day (8 CPE)	\$ 370	\$ 550
Two days (16 CPE)	\$ 580	\$ 790
Internet Training (2 CPE) – 120 minutes	\$ 85	\$ 160
Web-Streaming Event		
1st Annual Better Budgeting (2 CPE)	\$ 70 <small>(Active Govt.)</small>	\$ 140 <small>(Govt.)</small>
	\$ 80 <small>(Private Sector)</small>	\$ 165 <small>(Private Sector)</small>

Payment Information *(Please Check One)*

Please do not submit duplicate copies of this form.

Fees must be paid in U.S. dollars by check, credit card, or purchase order.

Payment by check:

Payable to "Government Finance Officers Association"

Send to: GFOA • 203 N. LaSalle St. • Suite 2700 • Chicago, IL 60601-1210

Payment by credit card: scan and e-mail this form to training@gfoa.org; fax to (312) 977-4806; or send to:

GFOA • 203 N. LaSalle St. • Suite 2700 • Chicago, IL 60601-1210

Amex Discover MasterCard Visa

Name on Card: _____

Account Number: _____

Exp. Date: ____/____/____ (Mandatory)

Signature: _____

Please indicate any special needs:

Go to www.gfoa.org for early discounted fees.

Save with group discounts



Government Finance Officers Association

203 North LaSalle Street, Suite 2700, Chicago, IL 60601-1210
 phone 312.977.9700 | fax 312.977.4806 | www.gfoa.org



Training Policies

GFOA offers the following ways to receive discounts:

Early Registration: Register early and receive a 10 percent discount. Please view the training registration form at www.gfoa.org/search-for-training for deadline dates. In order to be eligible for the discount, registrations must be received and paid in full by check or credit card by the date listed with the monthly sessions. Certain seminars do not qualify for an early discount. Please visit www.gfoa.org for complete policies.

Groups: If your organization registers three or more people for the same seminar, you may reduce their registration fees by 10 percent. To qualify for the discount, registrations must be mailed together and paid with one check or invoice. Certain seminars do not qualify for a group discount. For details regarding a particular training event, visit www.gfoa.org.

Internet Training Groups: Registration fee is per person. Group discounts are available. Early and/or student registration discounts do not apply to Internet training. Register and pay for 3 to 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 discount. Cancellation requests must be made in writing to 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.

Web-Streaming Events: Go to www.gfoa.org for the First Annual *Better Budgeting* brochure, which details group discounts specific to the program as well as information on substitutions and cancellations.

New Members: If you join GFOA at the same time that you register for a seminar, you may enroll at the lower member rate and receive an additional discount of \$25. Include your membership fee with your registration payment. E-mail GFOA's membership department at Membership@gfoa.org for information on membership fees.

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 the staff who is not attending the training, a nonmember may attend in his or her place at the lower member rate. Nonmembers (from the private sector) cannot substitute for associate members.

Cancellation Policy: Cancellation notices must be submitted by fax to (312) 977-4806 or by e-mail to training@gfoa.org. Please reference the specific cancellation action dates for each seminar listed in the training registration form posted to www.gfoa.org/search-for-training. On occasion, speakers are subject to change due to unforeseen circumstances. GFOA will attempt to notify attendees in advance by e-mail, phone, or via our website. We apologize in advance for any inconvenience this may cause our attendees.

Continuing Professional Education (CPE) certificates: Each participant will be mailed a CPE certificate approximately three weeks after the seminar. This certificate verifies that you attended the program and it should be kept with your CPE documents. Please note that training registrations must be paid in full before a CPE certificate will be mailed to the participant.

Inquiries: For information regarding administrative policies such as complaints and refunds, please contact the GFOA at training@gfoa.org or at 312-977-9700.

About GFOA

For over a century, GFOA has been dedicated to enhancing the professional management of governments for the public benefit. GFOA has been accomplishing this mission by identifying and developing the highest quality financial policies and practices and promoting them to the public through education, training, and leadership. The association's members rely upon GFOA to provide timely information, practical educational opportunities, high quality professional publications, and the latest information on best practices.

Become a member of GFOA

Stay current with developments and trends in the government finance profession by uniting with GFOA members in the United States and Canada whose careers, studies, or interests involve government financial management. Please take a moment to check out the GFOA website (www.gfoa.org) to learn the benefits that GFOA members receive, to find information on GFOA's latest events, and to obtain detailed information on GFOA's publications and products. If you are interested in becoming a GFOA member, please contact GFOA at membership@gfoa.org.

like us and follow us on



National Registry of CPE Sponsors

150 4th Avenue North, Suite 700

Nashville, Tennessee 37219-2417

www.nasba.org

The GFOA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State Boards of Accountancy have the final authority on the acceptance of individual course for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org.

To learn more and to register for these courses, go to

www.gfoa.org

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