



Government Finance Officers Association

Training Seminars Registration Form

February 2018 – April 2019

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.

All fees must be paid in full when registration is picked up.

Registration options:

1. Register online at www.gfoa.org.

2. Fax/mail/e-mail registrations paid by money order, check, purchase order, or credit card to: GFOA, 203 North LaSalle Street, Suite 2700, Chicago, IL 60601; Fax: (312) 977-4806; scan and e-mail to training@gfoa.org.

If you fax this form, please do not mail original.

Please print or type:

Name: _____

Title: _____

Employer: _____

Address: _____

City: _____ State/Province: _____ Zip: _____

Tel:(____) _____ Fax:(____) _____ e-mail:(required) _____

GFOA Membership Number: _____

Member

Nonmember

New Member

Student

Check box to indicate if you are substituting for an active member.

Active Government Member #: _____

Active Government Member Name: _____

Please indicate any special needs below:

Seminar fees total* \$ _____

10% discount for (3+) group \$- _____

10% discount for paid early registration \$- _____

Discount for paid new member (\$25.00) \$- _____

New member fee (call 312/977-9700 for fee) \$ _____

Total \$ _____

***You must include page 3 and/or 4 indicating your seminar choice(s)**

Payment Information:

Check enclosed – payable to GFOA

Purchase Order Number _____ (e-mail the form to training@gfoa.org)

Bill by credit card:

American Express

Discover

MasterCard

VISA

Credit card number: _____

Expiration date: _____ Signature: _____

(Mandatory)

On rare occasions, speakers are subject to change due to unforeseen circumstances. GFOA will attempt to notify attendees in advance via e-mail, phone, or GFOA's website. We apologize in advance for any inconvenience this may cause our attendees.

Discounts (*Note: not all seminars qualify for early or group discounts. Seminar descriptions will be noted with any applicable discounts.*)

Please check the calendar for specific deadline dates.

Early Registration: Register early and receive a 10 percent discount. 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.

Groups: If your organization registers three or more persons for the same seminar, you may reduce their registration fees by 10 percent. To qualify for the discount, registrations must be submitted and paid together.

Internet Training Groups: Registration fee is per person and group discounts are available. Early and/or student registration discounts do not apply to Internet training. 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.

New Members: If you join GFOA at the same time that you register for a seminar, you may enroll at the lower member rate. Include your membership fee with your registration payment, and you can reduce your seminar fee by an additional \$25. 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 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.

Inquiries: For information regarding administrative policies such as complaints and refunds, please contact GFOA via e-mail or at 312-977-9700.

Cancellation Policy

Cancellation notices must be submitted in writing to (312) 977-4806 (fax) or to training@gfoa.org. Please reference the specific cancellation action dates for each seminar listed in the monthly training calendar.

Continuing Professional Education (CPE) Certificates

Each participant will receive a CPE certificate approximately three weeks after the seminar. The 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 sent to each participant.

February 2018 — Austin, TX

- Advanced Governmental Accounting \$_____
- Budgeting Best Practices: Program Budgeting & Activity Costing \$_____
- Budgeting Best Practices: Communicating the Budget \$_____
- Debt Management Best Practices \$_____
- Enterprise Fund Accounting \$_____
- Preparing a CAFR \$_____
- Treasury Management Best Practices \$_____

February 2018 — Desktop

- Cloud Technology and the Finance Officer \$_____
- Building a Better Budget Document \$_____

March 2018 — Fort Lauderdale, FL

- Advanced Governmental Accounting \$_____
- Managing the Budget Process \$_____
- Strategic Planning \$_____
- Investing Public Funds \$_____
- Enterprise Fund Accounting \$_____
- ERP Readiness and System Selection \$_____
- Investing for Pension Funds \$_____
- Preparing a CAFR \$_____
- Pension and Benefit Administration Best Practices \$_____

March 2018 — Desktop

- Considerations for Purchasing Financial Services \$_____
- Presentation of the Capital Budget \$_____

March 2018 — Chicago, IL

- Accounting Academy \$_____

April 10, 2018 — Desktop

- Developing Financial Policies for Small Government \$_____

April 18, 2018 — Desktop

- Government Fund Financial Statements and Budgetary Reporting \$_____

May 6–9, 2018 — St. Louis, MO

112th GFOA Annual Conference



Register today at www.gfoa.org. Save with early registration and group discounts.

May 23, 2018 — Desktop

- Government-wide Financial Statements and Conversions/Consolidations \$_____

June 2018 — Renton, WA

- Capital Budgeting and Infrastructure Finance \$_____
- Advanced Financial Reporting \$_____
- Evaluating Internal Control \$_____
- Best Practices and Effective Budget Presentation \$_____
- Financial Policies \$_____
- Accounting for Pensions and OPEB \$_____

July 2018 — Washington, DC

- Accounting for Capital Assets \$_____
- Intermediate Governmental Accounting \$_____
- Advanced Governmental Accounting \$_____
- ERP Readiness and System Selection \$_____
- Debt Management for Frequent Issuers \$_____
- Managing the Budget Process \$_____
- Budgeting Best Practices \$_____

August 7–9, 2018 — Chicago, IL

- Accounting Academy \$_____

August 14–17, 2018 — Chicago, IL

- Budget Analyst Training Academy \$_____

August 2018 — Sacramento, CA

- Intermediate Governmental Accounting \$_____
- Advanced Financial Reporting \$_____
- School Budgeting Best Practices \$_____
- Long-Term Financial Planning \$_____
- Budgeting Best Practices \$_____

September 2018 — Chicago, IL

- Intermediate Governmental Accounting \$ _____
- Advanced Financial Reporting \$ _____
- Financial Policies \$ _____
- Economic Development \$ _____
- Treasury Management Best Practices \$ _____
- Investing Public Funds \$ _____
- Data Analysis \$ _____

October 2018 — Denver, CO

- Intermediate Governmental Accounting \$ _____
- Advanced Financial Reporting \$ _____
- Managing the Budget Process \$ _____
- Budgeting Best Practices – Topic TBD \$ _____
- ERP Implementation and Technology Governance \$ _____
- Pension and Benefit Administration Best Practices \$ _____

November 1, 2018 — Desktop

- 23rd Annual Governmental GAAP Update Web-stream Event \$ _____

December 5, 2018 — Desktop

- 23rd Annual Governmental GAAP Update Web-stream Event (Encore) \$ _____

December 2018 — San Antonio, TX

- Accounting for Capital Assets \$ _____
- Intermediate Governmental Accounting \$ _____
- Advanced Financial Reporting \$ _____
- School Budgeting Best Practices \$ _____
- Best Practices in Budgeting – Topic TBD \$ _____
- Best Practices in Budgeting – Topic TBD \$ _____
- Capital Budgeting and Infrastructure Finance \$ _____

January 2019 — Orlando, FL

- Accounting for Capital Assets \$ _____
- Intermediate Governmental Accounting \$ _____
- Advanced Financial Reporting \$ _____
- Managing the Budget Process \$ _____
- ERP Implementation and Technology Governance \$ _____
- School Budgeting Best Practices \$ _____

- Debt Management Best Practices \$ _____

January 24, 2019 — Desktop

- 23rd Annual Governmental GAAP Update Web-stream Event (2nd Encore) \$ _____

February 2019 — Newport Beach, CA

- Accounting for Capital Assets \$ _____
- Advanced Governmental Accounting \$ _____
- Advanced Financial Reporting \$ _____
- Financial Policies \$ _____
- Budgeting Best Practices – Topic TBD \$ _____
- Debt Management Best Practices \$ _____
- Treasury Management Best Practices \$ _____

March 2019 — Salt Lake City, UT

- Enterprise Fund Accounting \$ _____
- Preparing a CAFR \$ _____
- Intermediate Governmental Accounting \$ _____
- Budgeting Best Practices – Topic TBD \$ _____
- Budgeting Best Practices – Topic TBD \$ _____
- Capital Budgeting and Infrastructure Finance \$ _____
- Investing Public Funds \$ _____

April 2019 — Chicago, IL

- Debt Management for Frequent Issuers \$ _____
- Strategic Planning \$ _____
- Managing the Budget Process \$ _____

Government Finance Officers Training Seminars

February 2018 – April 2019

February 2018 — Austin, TX

		<u>Member Fee</u>	<u>Nonmember Fee</u>
February 12	Budgeting Best Practices: Program Budgeting & Activity Costing	\$370	\$550
February 12–13	Advanced Governmental Accounting	\$580	\$790
February 12–13	Debt Management Best Practices	\$580	\$790
February 13	Budgeting Best Practices: Communicating the Budget	\$370	\$550
February 14	Preparing a CAFR	\$370	\$550
February 14	Treasury Management Best Practices	\$370	\$550
February 15	Enterprise Fund Accounting	\$370	\$550
Early Discount Deadline	January 12, 2018		
Cancellation dates	\$50 fee if canceled before January 26, 2018. 50% refund if canceled between January 26, 2018, and February 9, 2018. No refunds after February 9, 2018.		

February 2018 — Desktop

		<u>Member Fee</u>	<u>Nonmember Fee</u>
February 7	Cloud Technology and the Finance Officer	\$85	\$160
February 21	Building a Better Budget Document	\$85	\$160

Fees are per person, not per group.

Early and/or student discounts do not apply to this training.

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. A one-for-one substitution (for government entities only) will be accepted. Substitutions must be submitted in writing to GFOA.

March 2018 — Fort Lauderdale, FL

		<u>Member Fee</u>	<u>Nonmember Fee</u>
March 19–20	Advanced Governmental Accounting	\$580	\$790
March 19–20	Managing the Budget Process	\$580	\$790
March 19	Strategic Planning	\$370	\$550
March 20–21	Investing Public Funds	\$580	\$790
March 21	Enterprise Fund Accounting	\$370	\$550
March 21–22	ERP Readiness and System Selection	\$580	\$790
March 21	Investing for Pension Funds	\$370	\$550
March 22	Preparing a CAFR	\$370	\$550
March 22–23	Pension and Benefit Administration Best Practices	\$580	\$790
Early Discount Deadline	February 16, 2018		
Cancellation dates	\$50 fee if canceled before March 2, 2018.		

50% refund if canceled between March 2, 2018, and March 16, 2018.
No refunds after March 16, 2018.

March 2018 — Desktop

		<u>Member Fee</u>	<u>Nonmember Fee</u>
March 14	Considerations for Purchasing Financial Services	\$85	\$160
March 28	Presentation of the Capital Budget	\$85	\$160

Fees are per person, not per group.

Early and/or student discounts do not apply to this training.

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. A one-for-one substitution (for government entities only) will be accepted. Substitutions must be submitted in writing to GFOA.

March 2018 — Chicago, IL

		<u>Member Fee</u>	<u>Nonmember Fee</u>
March 5–9	Accounting Academy	\$1,100	\$1,500

Early, group, and/or student discounts do not apply to this training.

Cancellation dates: \$50 fee if cancelled before February 9, 2018.
50% refund if cancelled between February 9, 2018, and March 2, 2018.
No refunds after March 2, 2018.

April 2018 — Desktop

		<u>Member Fee</u>	<u>Nonmember Fee</u>
April 10	Developing Financial Policies for Small Government	\$35	\$50

Fees are per person, not per group.

Early and/or student discounts do not apply to this training.

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. A one-for-one substitution (for government entities only) will be accepted. Substitutions must be submitted in writing to GFOA.

April 2018 — Desktop

		<u>Member Fee</u>	<u>Nonmember Fee</u>
April 18	Governmental Fund Financial Statements and Budgetary Reporting	\$85	\$160

Fees are per person, not per group.

Early and/or student discounts do not apply to this training.

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. A one-for-one substitution (for government entities only) will be accepted. Substitutions must be submitted in writing to GFOA.

May 2018 — Desktop

		<u>Member Fee</u>	<u>Nonmember Fee</u>
May 23	Government-wide Financial Statements and Conversions/Consolidations	\$85	\$160

Fees are per person, not per group.

Early and/or student discounts do not apply to this training.

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. A one-for-one substitution (for

government entities only) will be accepted. Substitutions must be submitted in writing to GFOA.

June 2018 — Seattle, WA

		<u>Member Fee</u>	<u>Nonmember Fee</u>
June 4–5	Advanced Financial Reporting	\$580	\$790
June 4–5	Capital Budgeting and Infrastructure Finance	\$580	\$790
June 6	Financial Policies	\$370	\$550
June 6	Evaluating Internal Control	\$370	\$550
June 6–7	Best Practices and Effective Budget Presentation	\$580	\$790
June 7	Accounting for Pensions and OPEB	\$370	\$550
Early Discount Deadline	May 4, 2018		
Cancellation dates	\$50 fee if canceled before May 18, 2018. 50% refund if canceled between May 18, 2018, and June 1, 2018. No refunds after June 1, 2018.		

July 2018 — Washington, DC

		<u>Member Fee</u>	<u>Nonmember Fee</u>
July 23	Accounting for Capital Assets	\$370	\$550
July 23–24	Managing the Budget Process	\$580	\$790
July 24	Debt Management for Frequent Issuers	\$370	\$550
July 24–25	Intermediate Governmental Accounting	\$580	\$790
July 25	Budgeting Best Practices – Topic TBD	\$370	\$550
July 25–26	ERP Readiness and System Selection	\$580	\$790
July 26–27	Advanced Governmental Accounting	\$580	\$790
Early Discount Deadline	June 22, 2018		
Cancellation dates	\$50 fee if canceled before July 6, 2018. 50% refund if canceled between July 6, 2018, and July 20, 2018. No refunds after July 20, 2018.		

August 2018 — Chicago, IL

		<u>Member Fee</u>	<u>Nonmember Fee</u>
August 7–9	Accounting Academy	\$900	\$1,200
<i>Early, group, and/or student discounts do not apply to this training.</i>			
Cancellation dates:	\$50 fee if cancelled before July 20, 2018. 50% refund if cancelled between July 20, 2018, and August 3, 2018. No refunds after August 3, 2018.		

August 2018 — Chicago, IL

		<u>Member Fee</u>	<u>Nonmember Fee</u>
August 14–17	Budget Analyst Training Academy	\$925	\$1,175
<i>Early, group, and/or student discounts do not apply to this training.</i>			
Cancellation dates:	\$50 fee if cancelled before July 27, 2018. 50% refund if cancelled between July 27, 2018, and August 10, 2018. No refunds after August 10, 2018.		

August 2018 — Sacramento, CA

		<u>Member Fee</u>	<u>Nonmember Fee</u>
August 20–21	Intermediate Governmental Accounting	\$580	\$790
August 20–21	Long-Term Financial Planning	\$580	\$790
August 22	Budgeting Best Practices – Topic TBD	\$370	\$550
August 22–23	Advanced Financial Reporting	\$580	\$790
August 23–24	School Budgeting Best Practices	\$580	\$790
Early Discount Deadline	July 20, 2018		
Cancellation dates	\$50 fee if canceled before August 3, 2018. 50% refund if canceled between August 3, 2018, and August 17, 2018. No refunds after August 17, 2018.		

September 2018 — Chicago, IL

		<u>Member Fee</u>	<u>Nonmember Fee</u>
September 24	Economic Development	\$370	\$550
September 24–25	Data Analysis	\$580	\$790
September 24–25	Intermediate Governmental Accounting	\$580	\$790
September 25–26	Treasury Management Best Practices	\$580	\$790
September 26–27	Advanced Financial Reporting	\$580	\$790
September 27–28	Investing Public Funds	\$580	\$790
September 28	Financial Policies	\$370	\$550
Early Discount Deadline	August 24, 2018		
Cancellation dates	\$50 fee if canceled before September 7, 2018. 50% refund if canceled between September 7, 2018, and September 21, 2018. No refunds after September 21, 2018.		

October 2018 — Denver, CO

		<u>Member Fee</u>	<u>Nonmember Fee</u>
October 15	Budgeting Best Practices – TBD	\$370	\$550
October 15–16	Pension and Benefit Administration Best Practices	\$580	\$790
October 15–16	Intermediate Governmental Accounting	\$580	\$790
October 16–17	Managing the Budget Process	\$580	\$790
October 17–18	ERP Implementation and Technology Governance	\$580	\$790
October 17–18	Advanced Financial Reporting	\$580	\$790
Early Discount Deadline	September 14, 2018		
Cancellation dates	\$50 fee if canceled before September 28, 2018. 50% refund if canceled between September 28, 2018, and October 12, 2018. No refunds after October 12, 2018.		

November 2018 — Desktop

		<u>Active Govt Member</u>	<u>Member Private Sector</u>	<u>Nonmember Govt</u>	<u>Nonmember Private Sector</u>
November 1	GAAP Update	\$180	\$215	\$195	\$245
Early Discount Deadline	October 5, 2018				

Group Discounts	Discounts are available for 3-10 people, 11-20 people, 21-40 people, 41-75 people, and 76+. Call 312-977-9700 for pricing. In order to receive the group price, all registrations must be submitted together.
Cancellation Policy	Cancellation requests must be made in writing to GFOA. All cancellations received before October 25, 2018, will incur a \$20 administrative fee. No refunds will be issued after that date.

December 2018 — Desktop

		<u>Active Govt Member</u>	<u>Member Private Sector</u>	<u>Nonmember Govt</u>	<u>Nonmember Private Sector</u>
December 5	GAAP Update (Encore Presentation)	\$180	\$215	\$195	\$245
Early Discount Deadline	November 9, 2018				
Group Discounts	Discounts are available for 3-10 people, 11-20 people, 21-40 people, 41-75 people, and 76+. Call 312-977-9700 for pricing. In order to receive the group price, all registrations must be submitted together.				
Cancellation Policy	Cancellation requests must be made in writing to GFOA. All cancellations received before November 28, 2018, will incur a \$20 administrative fee. No refunds will be issued after that date.				

December 2018 — San Antonio, TX

		<u>Member Fee</u>	<u>Nonmember Fee</u>
December 10	Accounting for Capital Assets	\$370	\$550
December 10	Best Practices in Budgeting – Topic TBD	\$370	\$550
December 11	Best Practices in Budgeting – Topic TBD	\$370	\$550
December 11–12	Intermediate Governmental Accounting	\$580	\$790
December 12–13	Capital Budgeting and Infrastructure Finance	\$580	\$790
December 13–14	Advanced Financial Reporting	\$580	\$790
December 13–14	School Budgeting Best Practices	\$580	\$790
Early Discount Deadline	November 9, 2018		
Cancellation dates	\$50 fee if canceled before November 23, 2018. 50% refund if canceled between November 23, 2018, and December 7, 2018. No refunds after December 7, 2018.		

January 2019 — Orlando, FL

		<u>Member Fee</u>	<u>Nonmember Fee</u>
January 14	Accounting for Capital Assets	\$370	\$550
January 14–15	Managing the Budget Process	\$580	\$790
January 14–15	Debt Management Best Practices	\$580	\$790
January 15–16	Intermediate Governmental Accounting	\$580	\$790
January 16–17	ERP Implementation and Technology Governance	\$580	\$790
January 17–18	Advanced Financial Reporting	\$580	\$790
January 17–18	School Budgeting Best Practices	\$580	\$790
Early Discount Deadline	December 14, 2018		

Cancellation dates \$50 fee if canceled before December 28, 2018.
 50% refund if canceled between December 28, 2018, and January 11, 2019.
 No refunds after January 11, 2019.

January 2019 — Desktop

		<u>Active Govt Member</u>	<u>Member Private Sector</u>	<u>Nonmember Govt</u>	<u>Nonmember Private Sector</u>
January 24	GAAP Update (2nd Encore)	\$180	\$215	\$195	\$245
Early Discount Deadline	December 28, 2018				
Group Discounts	Discounts are available for 3-10 people, 11-20 people, 21-40 people, 41-75 people, and 76+. Call 312-977-9700 for pricing. In order to receive the group price, all registrations must be submitted together.				
Cancellation Policy	Cancellation requests must be made in writing to GFOA. All cancellations received before January 16, 2018, will incur a \$20 administrative fee. No refunds will be issued after that date.				

February 2019 — Newport Beach, CA

		<u>Member Fee</u>	<u>Nonmember Fee</u>
February 11	Accounting for Capital Assets	\$370	\$550
February 11	Financial Policies	\$370	\$550
February 12	Budgeting Best Practices – TBD	\$370	\$550
February 12–13	Advanced Governmental Accounting	\$580	\$790
February 12–13	Treasury Management Best Practices	\$580	\$790
February 14–15	Advanced Financial Reporting	\$580	\$790
February 14–15	Debt Management Best Practices	\$580	\$790
Early Discount Deadline	January 11, 2018		
Cancellation dates	\$50 fee if canceled before January 25, 2019. 50% refund if canceled between January 25, 2019, and February 8, 2019. No refunds after February 8, 2019.		

March 2019 — Salt Lake City, UT

		<u>Member Fee</u>	<u>Nonmember Fee</u>
March 11	Enterprise Fund Accounting	\$370	\$550
March 11	Budgeting Best Practices – TBD	\$370	\$550
March 11–12	Investing Public Funds	\$580	\$790
March 12	Preparing a CAFR	\$370	\$550
March 12	Budgeting Best Practices – TBD	\$370	\$550
March 13–14	Intermediate Governmental Accounting	\$580	\$790
March 13–14	Capital Budgeting and Infrastructure Finance	\$580	\$790
Early Discount Deadline	February 8, 2019		
Cancellation dates	\$50 fee if canceled before February 22, 2019. 50% refund if canceled between February 22, 2019, and March 8, 2019. No refunds after March 8, 2019.		

April 2019 — Chicago, IL

		<u>Member Fee</u>	<u>Nonmember Fee</u>
April 1–2	Debt Management for Frequent Issuers	\$580	\$790
April 3	Strategic Planning	\$370	\$550
April 4–5	Managing the Budget Process	\$580	\$790
Early Discount Deadline	March 1, 2019		
Cancellation dates	\$50 fee if canceled before March 15, 2019. 50% refund if canceled between March 15, 2019, and March 29, 2019. No refunds after March 29, 2019.		