



Government Finance Officers Association



GROUP-LIVE
COURSE

Budget Analyst Training Academy

February 26 – March 1, 2019

The course will meet Tuesday through
Thursday, 8:30 am – 5:00 pm, and
Friday, 8:30 am – 1:00 pm (Pacific)

REPEAT!

LEVEL: Basic
CPE CREDITS: 30

FIELD OF STUDY: Finance
PREREQUISITE: None

The seminar will be held at The Hyatt Regency San Francisco Airport: 1333 Bayshore Hwy, Burlingame, CA 94010.

Who Will Benefit:

This course is designed for budget analysts from both small and large local governments, with three years of experience or less.

Program Overview:

GFOA's Budget Academy is a four-day course that focuses on skills and techniques critical to a public-sector budget analyst. Using a combination of lectures, discussions, and exercises, the course will provide an overview of the budget development process, including best practices and techniques required in effective budgeting. Participants will also have an opportunity to network with colleagues to share best practices and to discuss budgeting challenges.

Seminar Objectives:

Peer learning and networking with colleagues from other organizations is an integral part of the Budget Academy. Additionally, those who successfully complete this seminar should obtain a solid basic understanding of each of the following:

- Public-sector budget process
- Basic accounting principles and how they relate to the budget
- Working relationship with operating departments to develop goals and budget requests
- Basic revenue and expenditure analysis
- Position budgeting and salary projections for public-sector organizations
- Link between capital and operating budgets
- Communicating and presenting budget information

Instructors:

Please check www.gfoa.org for a faculty listing of GFOA staff and/or practitioners as it becomes available.

A laptop/tablet is recommended for the course.

For further study, to learn more, and to register for this seminar and other GFOA training events, visit www.gfoa.org.

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FIELD OF STUDY: Finance | **PREREQUISITE:** None

Program Schedule

Tuesday through Thursday: Attendee check-in and distribution of course materials will take place from 8:00 am – 8:30 am on Tuesday. The seminar hours will be 8:30 am – 5:00 pm (Pacific)
Friday: The seminar hours will be from 8:30 am – 1:00 pm (Pacific)

Program Location and Hotel Information

The seminar will be held at The Hyatt Regency San Francisco Airport: 1333 Bayshore Hwy, Burlingame, CA 94010.
Phone: 650-347-1234

- Room Rate: \$213 Single/Double plus 12% tax
- Based on availability, GFOA's group rate is valid until February 4, 2019. Should the GFOA block fill up or if reservations are made after this date, reservations will be accepted on an overall hotel space availability and may not qualify for the GFOA discounted rate.

Please print or type

Check here if you are faxing this form.

Name: _____

Title: _____

Employer: _____

Address: _____

City: _____

State/Province: _____ Zip/Postal Code: _____

Telephone: _____

Fax: _____

E-mail: (Required) _____

GFOA Membership # (if available) _____

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

Active Member #: _____

Active Member Name: _____

Please photocopy this form for additional registrants.

A copy of the confirmation will be sent as a PDF attachment via e-mail from training@gfoa.org. Please add this address to your allowed senders list.

CPE Credits: 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 final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org.



National Registry of CPE Sponsors
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@GFOA (#GFOA and #GFOA2019) | @GFOAJobs | @chrisgfoa



GFOA of the US & Canada | GFOA Members Group

Registration Fees

Fee includes handout materials, continental breakfast, and lunch.

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

(Please Check One)

Active/Associate GFOA Member: \$925 Non-Member: \$1,175

Registration Fee \$ _____

New member fee: Visit www.gfoa.org \$ _____

or call GFOA at 312-977-9700 for fee

Discount for paid new member (\$25) \$ _____

TOTAL \$ _____

Payment Information (Please Check One)

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

Please do not submit duplicate copies of this form.

Payment by Check:

Make 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: 312-977-4806; or send to:

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If selecting this option, 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

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.

Cancellation Policy: Cancellations can be faxed to the GFOA at 312-977-4806 or e-mailed to training@gfoa.org.

Requests for refunds received prior to February 8, 2019, will incur a \$50 administrative service charge. Requests for refunds received between February 8, 2019, and February 22, 2019, will be refunded 50 percent of the registration fees. No refunds will be granted after February 22, 2019.

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 this training seminar, 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.

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

By attending this training, your photo is subject to be taken and used for various promotional purposes, including posting on social media during the event.



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