



**New
Location**

Budget Analyst Training Academy

April 25 – 28, 2017

The course will meet Tuesday through Thursday, 8:30 a.m. – 5:00 p.m.,
and Friday, 8:30 a.m. – 1:00 p.m.

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

30 CPE Credits

**Classes will be held at the Hyatt Regency Newport Beach:
1107 Jamboree Road, Newport Beach, CA 92660**



**GROUP-LIVE
COURSE**

Who Will Benefit:

This course is designed for budget analysts from both small and large organizations. It will provide critical information for new analysts and allow veteran analysts an opportunity to hone their skills.

Program Description:

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. Specific topic areas include goal setting, program development, revenue and expense analysis, position budgeting, capital budgeting, and more.

****Please bring a laptop/tablet as some instruction will utilize Excel.****

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 forecasting and expenditure analysis
- Basic accounting principles and how they relate to the budget
- Working relationship with operating departments to develop goals and budget requests
- Position budgeting and salary projections for public-sector organizations
- Link between capital and operating budgets
- Budgeting for grants
- Basics of rate setting and internal service charges
- Communicating and presenting budget information

Faculty:

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

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



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Program Schedule

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

Friday: The seminar hours will be from 8:30 a.m. – 1:00 p.m. (Pacific)

Program Location and Hotel Information

The program will be held at the Hyatt Regency Newport Beach: 1107 Jamboree Road, Newport Beach, CA 92660.

Phone: 888-421-1442, Fax: 949-644-1552

- Room Rate: Single/Double: \$158 plus 13% tax
• Based on availability, GFOA's group rate (Budget Training Academy) is valid until April 3, 2017. 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 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) _____

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 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.

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 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.learningmarket.org.



National Registry of CPE Sponsors
150 Fourth Avenue North • Suite 700
Nashville, TN 37219-2417
www.nasba.org

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 April 7, 2017, will be levied a \$50 administrative service charge. Requests for refunds received between April 7, 2017, and April 21, 2017, will be refunded 50 percent of the registration fees. No refunds will be granted after April 21, 2017.

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.

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

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) \$925 Active/Associate GFOA Member \$1,175 Nonmember

Registration Fee \$ _____

New Member Fee (Call 312-977-9700 for amount) \$ _____

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

TOTAL \$ _____

Payment Information (Please Check One)

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

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 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 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: _____



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312-977-9700 fax: 312-977-4806 www.gfoa.org