



Government Finance Officers Association

GROUP  
INTERNET-BASED  
COURSE

# Building a Better Budget Document

UPDATE

December 6, 2018 | 2:00 pm to 4:00 pm (ET)

LEVEL: Basic

CPE CREDITS: 2 (based on a 50-minute hour)

FIELD OF STUDY: Finance

PREREQUISITE: None

## Speaker:

**John Fishbein**, Senior Program Manager, GFOA, Chicago, Illinois

## Who Will Benefit:

Finance officers, budget staff and other individuals responsible for preparing the budget document for a government.

## Program Description:

This Internet-training course provides an overview of each of GFOA's Distinguished Budget Presentation Award Program's 27 criteria, using practical examples drawn from the thousands of budget documents submitted to the program. The budget document, serving as a critical planning, communication, and accountability tool, contains a wealth of information. The speaker will provide practical tips on how to convey your message effectively and communicate your government's budget information.

## Seminar Objectives:

Those completing this seminar will be able to:

- Understand how a budget document can be used as a policy manual, operations guide, financial plan, and communication tool
- Learn effective strategies for communicating financial information to the public, elected officials, and other stakeholders
- Combine key information from both the capital and operating budget
- Develop effective departmental and program summaries for the budget document
- Display information about organizational structure and positions
- Utilize performance measures in budget presentation

## Recommended GFOA Reading:

For further study

[Go to the Budget Awards home page on GFOA's website.](#)

To learn more or register for this event,  
visit [www.gfoa.org](http://www.gfoa.org).

For further study check out course recommended reading  
and other GFOA publications on the website.

## It's Easy to Participate

- 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](mailto:messenger@webex.com). (Please add this e-mail address to your "allowed senders list.")
- Materials can be viewed on a secure internet site.
- Questions can be asked at any time during the course, and interactive exercises will test your mastery of the material.
- 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>.

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- Check here if you are faxing this form or scanning and e-mailing this form to [training@gfoa.org](mailto:training@gfoa.org). Fax: 312-977-4806.  
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A copy of the confirmation will be sent as a PDF attachment via e-mail from [training@gfoa.org](mailto: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](http://www.nasbaregistry.org).



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## ➤ Registration Fees (Please Check One)

- Member: \$85     Non-Member: \$160

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Fees must be paid in U.S. dollars by check, credit card, or purchase order.  
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**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](mailto:training@gfoa.org) or at 312-977-9700.



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