



**Real-Time,
Group Internet-
Based Course**

IT'S EASY TO PARTICIPATE

The GFOA's Internet training is delivered to attendees via Microsoft's Live Meeting software and Intercall Conference calling services.

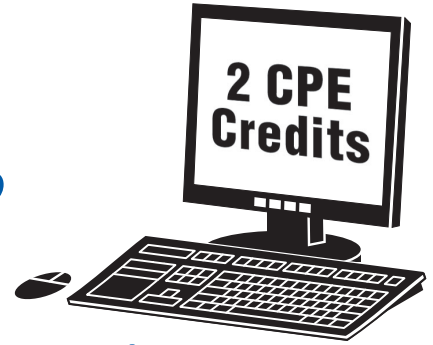
EQUIPMENT NEEDED

- A computer with a Web browser to view the presentation.
- Touch-tone telephone with a speaker to hear the presentation.

HOW IT WORKS

- Dial-up instructions will be e-mailed to attendees one to two weeks prior to the program date.
- View materials on secure Internet site.
- Ask questions at any time during the course.
- Interactive exercises to test your mastery of the material.
- Comprehensive PowerPoint presentation supplied for ready reference.

Best Practices in Accounting, Auditing, and Financial Reporting



Wednesday, December 12, 2007

2:00 pm – 4:00 pm EST

PROGRAM OVERVIEW

The Government Finance Offices Association will soon have issued more than 25 recommended practices on various key aspects of accounting, auditing, and financial reporting. These recommendations cover a broad range of specific topics, from the appropriate level of fund balance in the general fund to the use of trend data (including guidance on audit committees, maintaining control over non-capitalized assets, selecting capitalization thresholds, estimating the useful lives of capital assets, documenting accounting policies and procedures, improving the effectiveness of fund accounting, establishing an internal audit function, popular reporting, and more). This two-hour Internet training session will combine lecture and exercises to thoroughly familiarize participants with this rich source of practical guidance for public-sector accounting and auditing professionals.

FACULTY

Stephen J. Gauthier, Director, Technical Services Center, Government Finance Officers Association, Chicago, Illinois

REGISTRATION FEES:

Active/Associate Member: \$80; Nonmember \$150

Register Online @ www.gfoa.org

SEMINAR REGISTRATION FORM

REAL-TIME, GROUP INTERNET-BASED COURSE **2 CPE CREDITS**

Best Practices in Accounting, Auditing, and Financial Reporting

Wednesday, December 12, 2007 • 2:00 pm – 4:00 pm EST



All Registrations Must Be Prepaid

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

Send payments by check to:

GFOA • 3076 Eagle Way • Chicago, IL 60678-1030.

Send payments by credit card or purchase order, mail, or fax to:

GFOA • 203 North LaSalle Street • Suite 2700

Chicago, IL 60601-1210 • Fax: 312-977-4806.

Please photocopy this form for additional registrants.

Due to the volume of registrations received, the GFOA is unable to fax/e-mail confirmations. Confirmations will be sent via U.S. mail.

Please Print or Type

Indicate if you are faxing this form. Fax accepted only with credit card payment or purchase orders. **DO NOT MAIL THE ORIGINAL.**

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E-mail: _____ **(Mandatory)**

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

Active Member #: _____

Active Member Name: _____

Payment Information

REGISTRATION FEES:

Active/Associate Member: \$80; Nonmember \$150

Registration fee is per person, not per group. Early, group, and/or student registration discounts do not apply to Internet training.

SUBSTITUTIONS (government entities only): A one-for-one substitution of a nonmember for an active member is allowed. If you organization has a current GFOA member on staff who is not participating in the Internet session, a nonmember may attend in his or her place at the member rate. You must provide the membership number and/or name of the GFOA member on the registration form.

CANCELLATION POLICY: No refunds will be issued. A one-for-one substitution will be accepted.

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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 of the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the:



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Government Finance Officers Association

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