



Budget Analyst Training Academy

December 8 – 11, 2009

and

March 9 – 12, 2010

Course Level: Intermediate

Prerequisite: None • 24 CPE Credits

The course will be offered at the Chicago, Illinois, GFOA office.



**GROUP-LIVE
COURSE**

Target Audience: Beginning and intermediate budget analysts.

Program Overview: This intensive three-day program will provide participants with the necessary knowledge and core competencies in budget analysis. Attendees will have the opportunity to work together to complete a case study, which will require some group work in the evenings.

Learning Objectives:

- understand the budget environment, including intergovernmental and political relationships
- be familiar with basic accounting principles
- differentiate between enterprise, capital, and general fund types
- differentiate between incremental, zero-based, and performance-based budget types
- understand operating and capital budget relationships
- understand fundamentals of budget analysis and prepare budget recommendations
- understand basis of budget monitoring
- understand the principles of performance measurement and develop performance measures
- be aware of best practices in budgeting
- understand long-term financial planning fundamentals and financial policy development

Seminar Topics:

- budget roles and process
- budget formats
- presenting budget information
- government stakeholder relationships
- performance measurement and management
- capital planning
- policy analysis and program evaluation
- long-term financial planning
- governmental accounting

Faculty:

- John Fishbein, Senior Manager, Technical Services Center, Government Finance Officers Association, Chicago, Illinois
- Stephen Gauthier, Director, Technical Services Center, Government Finance Officers Association, Chicago, Illinois
- Shayne Kavanagh, Senior Manager, Research and Consulting Center, Government Finance Officers Association, Chicago, Illinois
- Anne Kinney, Director, Research and Consulting Center, Government Finance Officers Association, Chicago, Illinois
- Chris Morrill, Assistant City Manager, City of Savannah, Georgia

RECOMMENDED READING:

An Elected Official's Guide to Performance Measurement

Organization and Design of an Effective Budget Function

Preparing High Quality Budget Documents

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



Budget Analyst Training Academy

GROUP-LIVE COURSE

December 8 – 11, 2009; and March 9 – 12, 2010

Course Level: Intermediate • Prerequisite: None • 24 CPE Credits • The course will be offered at the Chicago, Illinois, GFOA office.

Program Information (Please Check One)

- December 8 – 11, 2009
- March 9 – 12, 2010

Program Schedule

Tuesday: Attendee check-in and distribution of course materials will take place from 12 noon – 1:00 p.m. The seminar hours will be 1:00 p.m. – 5:00 p.m. (Central Time)

Wednesday and Thursday: The seminar hours will be from 9:00 a.m. – 5:00 p.m. (Central Time)

Friday: The seminar hours will be from 9:00 a.m. – 1:00 p.m. (Central Time)

Program Location

The program will be held at the GFOA offices in Chicago, Illinois, at 203 North LaSalle Street, Suite 2700.

Hotel Information

Renaissance Chicago Hotel, One West Wacker Drive, Chicago, Illinois 60601, Phone: (312) 372-7200.

- Prevailing government per diem rate. Tax 15.4%.
- Group rate for the **December** training is until **November 7, 2009**.
- Group rate for the **March** training is until **February 1, 2010**.
- Should the GFOA block fill up or if reservations are made after the valid date, reservations will be accepted on an overall hotel space availability basis and may not qualify for the GFOA discounted rate.
- The Renaissance Chicago Hotel is located one block from the GFOA Chicago offices and is connected via a skyway. The hotel is accessible via the Chicago Transit Authority (CTA) Blue Line (O'Hare International Airport) or Orange Line (Midway International Airport). Depart the CTA station at State and Lake.

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.**

Name: _____

Title: _____

Employer: _____

Address: _____

City: _____

State/Province: _____ Zip/Postal Code: _____

Telephone: _____

Fax: _____

E-mail: _____

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

Active Member #: _____

Active Member Name: _____

Please photocopy this form for additional registrants.

Due to the number of registrations received, the GFOA cannot fax/e-mail confirmations. Confirmations will be sent via U.S. mail.

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

December Training: Requests for refunds received prior to November 20, 2009, will be levied a \$50 administrative service charge. Requests for refunds received between November 20, 2009, and December 4, 2009, will be refunded 50 percent of the registration fees. No refunds will be granted after December 4, 2009.

March Training: Requests for refunds received prior to February 19, 2010, will be levied a \$50 administrative service charge. Requests for refunds received between February 19, 2010, and March 5, 2010, will be refunded 50 percent of the registration fees. No refunds will be granted after March 5, 2010.

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:



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

Substitutions (government entities only): A one-for-one substitution of a non-member 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) \$735 GFOA Member \$940 Nonmember

Registration Fee \$ _____

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

Discount for Paid New Member \$ **-\$25.00**

REGISTRATION TOTAL \$ _____

Publications

Quantity

_____ **An Elected Official's Guide to** \$ _____

Performance Measurement
(Members \$20/Nonmembers \$30)

_____ **Organization and Design of an Effective** \$ _____

Budget Function
(Members \$20/Nonmembers \$25)

_____ **Preparing High Quality Budget Documents** \$ _____

(Members \$45/Nonmembers \$70)

Purchasers from Illinois add 10.25%,
Washington, D.C. add 6% sales tax (unless exempt) \$ _____

Add handling charge (for all billed orders) \$ **\$8.00**

Add shipping charge, if applicable \$ _____

PUBLICATION TOTAL \$ _____

Full-time students and bookstores receive a 25 percent discount on all products, unless otherwise noted.

Shipping

Unless otherwise specified, all merchandise will be shipped via 1st-class mail at no additional charge to the purchaser. Please allow 1-2 weeks for delivery. The following alternative shipping methods are available on request and will be billed to the purchaser.

- UPS Ground 2-day UPS Next-day UPS
- 3-day UPS Select Other (please specify) _____

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: GFOA
Send to: GFOA • 3076 Eagle Way • Chicago, IL 60678-1030

Payment by Credit Card, Purchase Order, Mail, or Fax:
(Fax: 312-977-4806)
GFOA • 203 North LaSalle Street • Suite 2700 • Chicago, IL 60601-1210

- American Express Diner's Club Discover Card
- MasterCard VISA

Name on Card: _____

Account Number: _____

Exp. Date: _____ / _____ **(Mandatory)**

Signature: _____

- Please Bill Me.** 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