



**Government Finance Officers Association
Training Seminars Registration Form
January 2012 – September 2012**

GFOA retains the right to close classes that are full or cancel classes due to low enrollment Please do not buy non-refundable tickets until you receive registration confirmation.

All fees must be paid in full when registration is picked up.

Registration options:

- 1. Register online at www.gfoa.org**
- 2. Mail registrations paid by money order or check to: GFOA, 3076 Eagle Way, Chicago, IL 60678-1030.**
- 3. Fax/mail registrations paid by purchase order or credit card to: GFOA, 203 North LaSalle Street, Suite 2700, Chicago, IL 60601 Fax: (312) 977-4806.**

If you fax this form, please do not mail original.

Please print or type:

Name: _____

Title: _____

Employer: _____

Address: _____

City: _____ State/Province: _____ Zip: _____

Tel:() _____ Fax:() _____ e-mail: _____

GFOA Membership Number: _____

____ Member ____ Nonmember ____ New Member ____ Student

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

Active Member #: _____ Active Member Name: _____

Please indicate any special needs below:

Seminar fees total*	\$ _____
10% discount for (3 +) group	\$- _____
10% discount for paid early registration	\$- _____
Discount for paid new member (-\$25.00)	\$- _____
New member fee (call 312/977-9700 for fee)	\$ _____
Total	\$ _____

****You must include page 3 and/or 4 indicating your seminar choice(s)***

Payment Information:

- Check enclosed – payable to the GFOA
- Purchase Order Number _____ (scan and e-mail the form to training@gfoa.org)
- Bill by credit card:
 - American Express Diner's Club Discover MasterCard VISA

Credit card number: _____

Expiration date: _____ Signature: _____

On rare occasions, speakers are subject to change due to unforeseen circumstances. The GFOA will attempt to notify attendees in advance via e-mail, phone, or via our Web site. We apologize in advance for any inconvenience this may cause our attendees.

Discounts (*Note: not all seminars qualify for early or group discounts. Seminar descriptions will be noted with any applicable discounts.*)

Please check the calendar for specific deadline dates.

Early Registration: Register early and receive a 10 percent discount. In order to be eligible for the discount, registrations must be received and paid in full by check or credit card by the date listed with the monthly sessions.

Groups: If your organization registers three or more persons for the same seminar, you may reduce their registration fees by 10 percent. To qualify for the discount, registrations must be mailed together and paid with one check or invoice.

New Members: If you join GFOA at the same time that you register for a seminar, you may enroll at the lower member rate. Include your membership fee with your registration payment, and you can reduce your seminar fee by an additional \$25. E-mail GFOA's membership department at Membership@gfoa.org for information on membership fees.

Substitutions: A one-for-one substitution of a nonmember for an active member is allowed. If your organization has a current GFOA member on the staff who is not attending the training, a nonmember may attend in his or her place at the lower member rate. Nonmembers (from the private sector) cannot substitute for associate members.

Cancellation Policy

Cancellation notices must be submitted in writing to (312) 977-4806 or to training@gfoa.org. Please reference the specific cancellation action dates for each seminar listed in the monthly training calendar.

Government Finance Officers Association Training Seminars-Registration Form

January 2012 — Long Beach, CA

___ Accounting for Pension & OPEB \$ _____
___ Accounting for Enterprise Funds \$ _____
___ Advanced Governmental Accounting \$ _____
___ Advanced Public Investing \$ _____
___ Treasury Management and Banking Relations \$ _____

January 2012 — Desktop

___ How to Achieve a Sustainable Pension Plan \$ _____
___ Gaining Acceptance of Long-Term Financial Planning \$ _____
___ Practical Guidance on How to Report Fund Balance & Net Assets \$ _____
___ Performance Management Trends: Case Studies from the Field \$ _____

February 2012 — Fort Lauderdale, FL

___ Preparing a CAFR \$ _____
___ Intermediate Governmental Accounting \$ _____
___ Capital Budgeting & Infrastructure Finance \$ _____
___ Revenue Forecasting \$ _____
___ Best Practices & Effective Budget Presentation \$ _____

February 2012 — Desktop

___ What is BFO? \$ _____
___ Competitive vs Negotiated Bond Sales \$ _____
___ Best Practices in Budgeting \$ _____

March 2012 — Phoenix, AZ

___ Accounting for Capital Assets \$ _____
___ Evaluating Internal Controls \$ _____
___ Intermediate Governmental Accounting \$ _____
___ Advanced Financial Reporting \$ _____
___ Performance Budgeting \$ _____

March 2012 – Chicago, IL

___ Budget Academy \$ _____

March 2012 — Desktop

___ Credit Ratings and Credit Enhancements \$ _____
___ The Issuer's Disclosure Responsibilities \$ _____

April 2012 — Portland, OR

___ Accounting for Capital Assets \$ _____
___ Preparing a CAFR \$ _____
___ Intermediate Governmental Accounting \$ _____
___ Best Practices & Effective Budget Presentation \$ _____
___ Hot Topic #1 \$ _____
___ Hot Topic #2 \$ _____

May 2012 – Chicago, IL

___ Accounting Academy \$ _____
___ Budgeting for Outcomes \$ _____
___ How to Purchase ERP the Right Way \$ _____

July 2012 — Denver, CO

___ Advanced Financial Reporting \$ _____
___ Revenue Forecasting \$ _____
___ Intermediate Governmental Accounting \$ _____
___ Treasury Management and Banking Relations \$ _____

August 2012 – Chicago, IL

___ Accounting Academy \$ _____
___ Budgeting Academy \$ _____

August 2012 — Minneapolis, MN

___ Evaluating Internal Controls \$ _____
___ Preparing a CAFR \$ _____
___ Advanced Governmental Accounting \$ _____
___ Program Review and Service Level Alternatives for Budgeting \$ _____

August 2012 — Minneapolis, MN (continued)

____ Program Review and Service Level
Analysis \$ _____

____ Hot Topic \$ _____

September 2012 — Sacramento, CA

____ Accounting for Capital Assets \$ _____

____ Preparing a CAFR \$ _____

____ Intermediate Governmental Accounting \$ _____

____ Basics and New Practices for Investing
Public Funds \$ _____

____ Managing the Budget Process \$ _____

____ Concepts in Performance Budgeting \$ _____

**Government Finance Officers Association Training Seminars
January 2012– September 2012**

**January 2012
Long Beach, CA**

		<u>Mbr</u>	<u>Nonmbr</u>
January 23	Accounting for Pension and OPEB	\$370	\$550
January 23-24	Treasury Management and Banking Relations	\$580	\$790
January 24	Accounting for Enterprise Funds	\$370	\$550
January 25-26	Advanced Public Investing	\$580	\$790
January 25-27	Advanced Governmental Accounting	\$685	\$865

Early discount deadline: December 23, 2011

Cancellation dates: \$50 fee if cancelled before January 6, 2012.
50% refund if cancelled between January 6, 2012, and January 20, 2012.
No refunds after January 20, 2012.

**January 2012
Desktop Training**

		<u>Mbr</u>	<u>Nonmbr</u>
January 12	How to Achieve a Sustainable Pension Plan	\$85	\$160
January 18	Gaining Acceptance of Long-Term Financial Planning	\$85	\$160
January 19	Practical Guidance on How to Report Fund Balance and Net Assets	\$85	\$160
January 31	Performance Management Trends: Case Studies from the Field	\$85	\$160

Fees are per person, not per group.

Early and/or student discounts do not apply to this training.

Cancellation requests must be made in writing to the GFOA. All cancellations received five business days before the event date will incur a \$20 administrative fee. No refunds will be issued after that date. A one for-one substitution will be accepted.

Substitutions must be submitted in writing to the GFOA.

**February 2012
Fort Lauderdale, FL**

		<u>Mbr</u>	<u>Nonmbr</u>
February 13	Preparing a CAFR	\$370	\$550
February 13-14	Capital Budgeting and Infrastructure Finance	\$580	\$790
February 14-16	Intermediate Governmental Accounting	\$685	\$865
February 15-16	Best Practices and Effective Budget Presentation	\$580	\$790
February 15-16	Revenue Forecasting	\$580	\$790

Early discount deadline: January 13, 2012

Cancellation dates: \$50 fee if cancelled before January 27, 2012.
50% refund if cancelled between January 27, 2012, and February 10, 2012.
No refunds after February 10, 2012.

**February 2012
Desktop Training**

		<u>Mbr</u>	<u>Nonmbr</u>
February 8	What is BFO?	\$85	\$160
February 22	Competitive vs Negotiated Bond Sales	\$85	\$160
February 29	Best Practices in Budgeting & Fiscal Policy	\$85	\$160

Fees are per person, not per group.

Early and/or student discounts do not apply to this training.

Cancellation requests must be made in writing to the GFOA. All cancellations received five business days before the event date will incur a \$20 administrative fee. No refunds will be issued after that date. A one for-one substitution will be accepted.

Substitutions must be submitted in writing to the GFOA.

**March 2012
Phoenix, AZ**

		<u>Mbr</u>	<u>Nonmbr</u>
March 19	Accounting for Capital Assets	\$370	\$550
March 19-20	Performance Budgeting	\$580	\$790
March 19-21	Intermediate Governmental Accounting	\$685	\$865
March 20	Evaluating Internal Controls	\$370	\$550
March 21-23	Advanced Financial Reporting	\$685	\$865

Early discount deadline: February 17, 2012

Cancellation dates: \$50 fee if cancelled before March 2, 2012.

50% refund if cancelled between March 2, 2012, and March 16, 2012.

No refunds after March 16, 2012.

**March 2012
Chicago, IL**

		<u>Mbr</u>	<u>Nonmbr</u>
March 6 – 9	Budget Analyst Training Academy	\$735	\$940

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

Cancellation dates: \$50 fee if cancelled before February 17, 2012

50% refund if cancelled between February 17, 2012, and March 2, 2012.

No refunds after March 2, 2012.

**March 2012
Desktop Training**

		<u>Mbr</u>	<u>Nonmbr</u>
March 1	Credit Ratings and Credit Enhancements	\$85	\$160
March 28	The Issuer's Disclosure Responsibilities	\$85	\$160

Fees are per person, not per group.

Early and/or student discounts do not apply to this training.

Cancellation requests must be made in writing to the GFOA. All cancellations received five business days before the event date will incur a \$20 administrative fee. No refunds will be issued after that date. A one for-one substitution will be accepted.

Substitutions must be submitted in writing to the GFOA.

**April 2012
Portland, OR**

		<u>Mbr</u>	<u>Nonmbr</u>
April 23	Accounting for Capital Assets	\$370	\$550
April 24	Preparing a CAFR	\$370	\$550
April 23-24	Best Practice and Effective Budget Presentation	\$580	\$790
April 25-27	Intermediate Governmental Accounting	\$685	\$865
April 25	Hot Topic #1	\$370	\$550
April 26	Hot Topic #2	\$370	\$550

Early discount deadline: March 23, 2012

Cancellation dates: \$50 fee if cancelled before April 6, 2012.

50% refund if cancelled between April 6, 2012, and April 20, 2012.

No refunds after April 20, 2012.

**May 2012
Chicago, IL**

		<u>Mbr</u>	<u>Nonmbr</u>
May 7 – 11	Accounting Academy	\$1360	\$1885

Early, group, and/or student discounts do not apply to this training.
 Cancellation dates: \$50 fee if cancelled before April 20, 2012
 50% refund if cancelled between April 20, 2012, and May 4, 2012.
 No refunds after May 4, 2012.

		<u>Mbr</u>	<u>Nonmbr</u>
May 15	Budgeting for Outcomes	\$370	\$550
May 16-17	How to Purchase ERP the Right Way	\$580	\$790

Early, group, and/or student discounts do not apply to this training.
 Cancellation dates: \$50 fee if cancelled before April 27, 2012
 50% refund if cancelled between April 27, 2012, and May 11, 2012.
 No refunds after May 11, 2012.

**June 2012
Chicago, Illinois**

June 10-13	106 th Annual Conference – <i>Winds of Change: Public Finance in Transition</i>
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**July 2012
Denver, CO**

		<u>Mbr</u>	<u>Nonmbr</u>
July 23-25	Intermediate Governmental Accounting	\$685	\$865
July 23-24	Revenue Forecasting	\$580	\$790
July 25-27	Advanced Financial Reporting	\$685	\$865
July 25-26	Treasury Management and Banking Relations	\$580	\$790

Early discount deadline: June 22, 2012
 Cancellation dates: \$50 fee if cancelled before July 6, 2012.
 50% refund if cancelled between July 6, 2012, and July 20, 2012.
 No refunds after July 20, 2012.

**July 2012
Chicago, IL**

		<u>Mbr</u>	<u>Nonmbr</u>
July 31 – August 3	Budget Analyst Training Academy	\$735	\$940

Early, group, and/or student discounts do not apply to this training.
 Cancellation dates: \$50 fee if cancelled before July 13, 2012
 50% refund if cancelled between July 13, 2012, and July, 2012.
 No refunds after July 27, 2012.

**August 2012
Minneapolis, MN**

		<u>Mbr</u>	<u>Nonmbr</u>
August 6	Evaluating Internal Controls	\$370	\$550
August 6	Program Review and Service Level Alternatives for Budgeting	\$370	\$550
August 7	Preparing a CAFR	\$370	\$550
August 7	Program Review and Service Level Analysis	\$370	\$550
August 8-10	Intermediate Governmental Accounting	\$685	\$865
August 8-9	Hot Topic	\$580	\$790

Early discount deadline: July 6, 2012
 Cancellation dates: \$50 fee if cancelled before July 20, 2012.

50% refund if cancelled between July 20, 2012, and August 3, 2012.
No refunds after August 3, 2012.

August 2012 **Chicago, IL**

		<u>Mbr</u>	<u>Nonmbr</u>
August 13 – 17	Accounting Academy	\$1360	\$1885

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

Cancellation dates: \$50 fee if cancelled before July 27, 2012
50% refund if cancelled between July 27, 2012, and August 10, 2012.
No refunds after August 10, 2012.

September 2012 **Sacramento, CA**

		<u>Mbr</u>	<u>Nonmbr</u>
September 10	Accounting for Capital Assets	\$370	\$550
September 10	Managing the Budget Process	\$370	\$550
September 11	Preparing a CAFR	\$370	\$550
September 11-12	Concepts in Performance Budgeting	\$580	\$790
September 12-14	Intermediate Governmental Accounting	\$685	\$865
September 12-13	Basics and New Practices for Investing Public Funds	\$580	\$790

Early discount deadline: August 10, 2012

Cancellation dates: \$50 fee if cancelled before August 20, 2012.
50% refund if cancelled between August 20, 2012, and September 7, 2012.
No refunds after September 7, 2012.