



**Government Finance Officers Association
Training Seminars Registration Form
August 2010 – March 2011**

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 2 indicating your seminar choice(s)***

Payment Information:

Check enclosed – payable to the GFOA

Purchase Order Number _____

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% 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%. 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.

August 2010 – Sacramento, CA

- ___ Evaluating Internal Controls \$ _____
- ___ Advanced Financial Reporting \$ _____
- ___ Best Practices in Budgeting & Effective Budget Presentation \$ _____
- ___ Managing Budgets during Fiscal Stress \$ _____
- ___ Planning and Sale of Municipal Bonds \$ _____

August 2010 — Desktop

- ___ Transforming the Organization: Developing Necessary Skills for Performance Management \$ _____

August 2010 — Desktop

- ___ Engaging Elected Officials in Financial Planning \$ _____

September 2010 – Phoenix, AZ

- ___ Evaluating Internal Controls \$ _____
- ___ Managing the Budget Process \$ _____
- ___ Advanced Financial Reporting \$ _____
- ___ Understanding & Calculating Arbitrage Rebate \$ _____

September 2010 — Desktop

- ___ What Every Public Finance Professional And Elected Official Needs to Know About Internal Controls \$ _____
- ___ Developing Policies and Programs to Meet Goals \$ _____
- ___ Reforming the Budget Process: A Key To Financial Health \$ _____

September 2010 — Live Streaming Event

- ___ Concepts and Tools for Performance Management \$ _____

October 2010 – North Dallas, TX

- ___ Evaluating Internal Controls \$ _____
- ___ Advanced Governmental Accounting \$ _____
- ___ Treasury Management & Banking Relations \$ _____
- ___ Advanced Public Investing \$ _____
- ___ Performance Budgeting Best Practices \$ _____

October 2010 — Desktop

- ___ Performance Management Framework Topic #1 \$ _____
- ___ Reaching Financial Resiliency \$ _____

November 2010 – Chicago, Illinois

- ___ Accounting for Capital Assets \$ _____
- ___ Accounting for Pension & OPEB \$ _____

November 2010 — Desktop

- ___ Performance Management Framework Topic #2 \$ _____
- ___ The Politics and Leadership of Financial Distress \$ _____

November 2010 — Live Streaming Event

- ___ **15th Annual Governmental GAAP Update** \$ _____

December 2010 – Charleston, SC

- ___ Preparing a CAFR \$ _____
- ___ Intermediate Governmental Accounting \$ _____
- ___ Best Practices in Budgeting \$ _____
- ___ Investing Public Funds \$ _____
- ___ Performance Management Concepts and Tools \$ _____

December 2010 — Desktop

- ___ Best Practices in Accounting and Financial Reporting \$ _____
- ___ Performance Management Framework Topic #3 \$ _____
- ___ Financial Modeling and Presentations: A Master Class \$ _____

January 2011 – San Diego, CA

- ___ Preparing a CAFR \$ _____
- ___ Intermediate Governmental Accounting \$ _____
- ___ Resiliency: Avoiding Fiscal Stress In the Future \$ _____
- ___ Costing Governmental Services \$ _____
- ___ Alternative Service Delivery \$ _____

January 2011 — Desktop

- ___ What Every Public Finance Professional & Elected Official Needs to Know About Internal Controls \$ _____
- ___ Developing the Budget: Best Practices In Preparation and Presentation \$ _____
- ___ Performance Management Framework Topic #4 \$ _____
- ___ Innovative Strategies for Financial Recovery \$ _____

February 2011 – Tampa, FL

- ___ Accounting for Capital Assets \$ _____
- ___ Accounting for Enterprise Funds \$ _____
- ___ Advanced Financial Reporting \$ _____
- ___ Economic Development for Finance Officers \$ _____
- ___ Best Practices & Effective Budget Presentation \$ _____

February 2011 — Desktop

- ___ Performance Management Framework Topic #5 \$ _____
- ___ Best Practices in Budgeting \$ _____

March 2011 – Reno, NV

- ___ Accounting for Pension & OPEB \$ _____
- ___ Preparing a CAFR \$ _____
- ___ Intermediate Governmental Accounting \$ _____
- ___ Financial & ERP System Selection And Implementation \$ _____
- ___ An Introduction to Information Technology \$ _____

March 2011 —Chicago, Illinois

____ Budget Analyst Training Academy \$_____

March 2011 — Desktop

____ Learning from the Evidence: Evaluation
and Making Adjustments to the Budget \$_____

**Government Finance Officers Association Training Seminars
August 2010– March 2011**

**August 2010
Sacramento, CA**

		<u>Mbr</u>	<u>Nonmbr</u>
August 16	Evaluating Internal Controls	\$370	\$550
August 16-17	Best Practices in Budgeting & Effective Presentation	\$580	\$790
August 16-17	Planning and Sale of Municipal Bonds	\$580	\$790
August 17-19	Advanced Financial Reporting	\$685	\$865
August 18-19	Managing Budgets during Fiscal Stress	\$580	\$790

Early discount deadline: July 16, 2010

Cancellation dates: \$50 fee if cancelled before July 30, 2010.
50% refund if cancelled between July 30, 2010 and August 13, 2010.
No refunds after August 13, 2010.

**August 2010
Desktop Training**

		<u>Mbr</u>	<u>Nonmbr</u>
August 17	Transforming the Organization: Developing the Necessary Skills for Performance Management	\$85	\$160
August 18	Engaging elected Officials in Financial Planning	\$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.

**September 2010
Phoenix, AZ**

		<u>Mbr</u>	<u>Nonmbr</u>
September 20	Evaluating Internal Controls	\$370	\$550
September 20	Understanding and Calculating Arbitrage Rebate	\$370	\$550
September 21	Managing the Budget Process	\$370	\$550
September 21-23	Advanced Financial Reporting	\$685	\$865

**September 2010
Desktop Training**

		<u>Mbr</u>	<u>Nonmbr</u>
September 8	What Every Public Finance Professional and Elected Official Needs to Know about Internal Controls	\$85	\$160
September 15	Developing Policies and Programs to Meet Goals	\$85	\$160
September 22	Reforming the Budget Process: A Key to Financial Health	\$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.

September 2010
Desktop Training- Live Streaming Event

September 30	Concepts and Tools for Performance Management	Mbr \$120/ \$150	Nonmbr \$140/ \$170
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Fees are per person, not per group.

Early discount deadline: September 30, 2010

Group Discounts: Discounts are available for 3-10 people, and 11+. In order to receive the group price, all registrations must be submitted together.

Cancellation policy: Cancellation requests must be made in writing to the GFOA. All cancellations received before September 24, 2010, will incur a \$20 administrative fee. No refunds will be issued after that date.

October 2010
North Dallas, TX

October 4	Evaluating Internal Controls	<u>Mbr</u> \$370	<u>Nonmbr</u> \$550
October 4-5	Treasury Management and Banking Relations	\$580	\$790
October 5-7	Advanced Governmental Accounting	\$685	\$865
October 6-7	Advanced Public Investing	\$580	\$790
October 6-7	Performance Budgeting Best Practices	\$580	\$790

Early discount deadline: September 3, 2010

Cancellation dates: \$50 fee if cancelled before September 17, 2010.
50% refund if cancelled between September 17, 2010 and October 1, 2010.
No refunds after October 1, 2010.

October 2010
Desktop Training

October 13	Performance Management Framework Topic 1	Mbr \$85	Nonmbr \$160
October 20	Reaching Financial Resiliency	\$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.

November 2010
Chicago, Illinois

November 8	Accounting, for Capital Asset	<u>Mbr</u> \$370	<u>Nonmbr</u> \$550
November 9	Accounting and Pension & Other Postemployment Benefits	\$370	\$550

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

Cancellation dates: \$50 fee if cancelled before October 22, 2010.
50% refund if cancelled between October 22 and November 5, 2010.
No refunds after November 5, 2010.

November 2010
Desktop Training- Live Streaming Event

November 4	15 th Annual Governmental GAAP Update	Mbr \$180/ \$215	Nonmbr \$195/ \$245
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Fees are per person, not per group.

Early discount deadline: October 4, 2010

Group Discounts: Discounts are available for 3-10 people, 11-25 people, 26 -50 people, 51 – 75 people, 76+ call for pricing. In order to receive the group price, all registrations must be submitted together.

Cancellation policy: Cancellation requests must be made in writing to the GFOA. All cancellations received before October 29, 2010, will incur a \$20 administrative fee. No refunds will be issued after that date.

November 2010
Desktop Training

November 10	Performance Management Framework Topic 2	Mbr \$85	Nonmbr \$160
November 17	The Politics and Leadership of Financial Distress	\$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.

December 2010
Charleston, SC

December 13	Preparing a CAFR	<u>Mbr</u> \$370	<u>Nonmbr</u> \$550
December 13-14	Best Practices in Budgeting	\$580	\$790
December 14-16	Intermediate Governmental Accounting	\$685	\$865
December 15-16	Investing Public Funds	\$580	\$790
December 15-16	Performance Management Concepts and Tools	\$580	\$790

Early discount deadline: November 12, 2010

Cancellation dates: \$50 fee if cancelled before November 19, 2010.
50% refund if cancelled between November 19, 2010 and December 3, 2010.
No refunds after December 3, 2010.

December 2010
Desktop Training

December 1	Best Practices in Accounting & Financial Reporting	Mbr \$85	Nonmbr \$160
December 8	Performance Management Framework Topic 3	\$85	\$160
December 9	Financial Modeling and Presentations: A Master Class	\$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.

**January 2011
San Diego, CA**

		<u>Mbr</u>	<u>Nonmbr</u>
January 10	Preparing a CAFR	\$370	\$550
January 10-11	Resiliency: Avoiding Fiscal Stress in the Future	\$580	\$790
January 11-13	Intermediate Governmental Accounting	\$685	\$865
January 12	Costing Governmental Services	\$370	\$550
January 13	Alternative Service Delivery	\$370	\$550

Early discount deadline: November 12, 2010

Cancellation dates: \$50 fee if cancelled before November 19, 2010.
50% refund if cancelled between November 19, 2010 and December 3, 2010.
No refunds after December 3, 2010.

**January 2011
Desktop Training**

		Mbr	Nonmbr
January 5	What Every Public Finance Professional and Elected Official Needs to Know about Internal Controls	\$85	\$160
January 13	Developing the Budget: Best Practices in Preparation And Presentation	\$85	\$160
January 26	Performance Management Framework Topic 4	\$85	\$160
January 27	Innovative Strategies for Financial Recovery	\$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 2011
Tampa, FL**

		<u>Mbr</u>	<u>Nonmbr</u>
February 7	Accounting for Capital Assets	\$370	\$550
February 7-8	Best Practices and Effective Budget Presentation	\$580	\$790
February 8	Accounting for Enterprise Funds	\$370	\$550
February 9-11	Advanced Financial Reporting	\$685	\$865
February 9-10	Economic Development for Finance Officers	\$580	\$790

Early discount deadline: January 7, 2011

Cancellation dates: \$50 fee if cancelled before January 21, 2011.
50% refund if cancelled between January 21, 2011 and February 4, 2011.
No refunds after February 4, 2011.

**February 2011
Desktop Training**

		Mbr	Nonmbr
February 2	Performance Management Framework Topic 5	\$85	\$160
February 16	Best Practices in Budgeting	\$85	\$160

March 2011
Reno, NV

		<u>Mbr</u>	<u>Nonmbr</u>
March 21	Accounting for Pension and OPEB	\$370	\$550
March 21	An Introduction to Information Technology	\$370	\$550
March 22	Preparing a CAFR	\$370	\$550
March 22-23	Financial ERP System Selection and Implementation	\$580	\$790
March 23-25	Intermediate Governmental Accounting	\$685	\$865

Early discount deadline: February 18, 2011

Cancellation dates: \$50 fee if cancelled before March 4, 2011.
50% refund if cancelled between March 4, 2011 and March 18, 2011.
No refunds after March 18, 2011.

March 2011
Chicago, Illinois

		<u>Mbr</u>	<u>Nonmbr</u>
March 29 – April 1	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 March 11, 2011
50% refund if cancelled between March 11, 2011 and March 25, 2011.
No refunds after March 25, 2011.

March 2011
Desktop Training

		<u>Mbr</u>	<u>Nonmbr</u>
March 2	Learning from the Evidence: Evaluation and Making Adjustments to the Budget	\$85	\$160