



Group Internet-Based Training

Course level:
Intermediate

No Prerequisite

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 participants two to three days 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.

Preparing A More Effective Budget Document for School Districts



December 2, 2008 • 2:00 – 4:00 pm
Eastern Standard Time

TARGET AUDIENCE:

Intermediate public-sector budget professionals.

PROGRAM OVERVIEW

No document plays a more important role in school district finance than the annual operating budget. To be effective, the budget must succeed, not only as a policy document and as a financial plan, but also as an operations guide and as a communications device. To help school district budget professionals prepare better budgets, the GFOA has identified 27 specific criteria for assessing how well a budget document meets these different objectives. In addition, the GFOA recently published a full-length book on *Preparing High Quality Budget Documents for School Districts* that draws upon a wealth of real-life examples to demonstrate the practical application of each of the criteria. This two-hour, live, interactive training session will combine lecture and exercises to explore key examples selected from the new publication to highlight how to make a good budget even better.

FACULTY

John D. Fishbein, Senior Manager, GFOA Technical Services Center, Chicago, Illinois

REGISTRATION FEES:

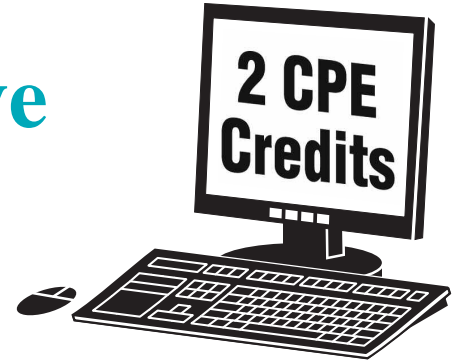
GFOA Member \$85; Non-Member \$160

Register Online @ www.gfoa.org

GROUP INTERNET-BASED TRAINING

Preparing A More Effective Budget Document for School Districts

December 2, 2008 • 2:00 – 4:00 pm Eastern Standard Time



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 number of registrations received, the GFOA cannot 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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Payment Information

REGISTRATION FEE: GFOA Member \$85; Non-Member \$160

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 non-member for an active member is allowed. If your organization has a current GFOA member on staff that is not participating in the training, a non-member 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.

INQUIRIES: For information regarding administrative policies such as complaints and refunds, please contact the GFOA at (312) 977-9700 or at training@gfoa.org.

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