Government Finance Officers Association

April 2008 > Reno, Nevada

GROUP-LIVE COURSE

NATIONAL TRAINING SEMINARS

RENO, NEVADA

Register and Purchase Publications Online at www.gfoa.org

APRIL 2008

SEMINAR SCHEDULE

April 14
Accounting for Pensions and Other Post-Employment Benefits (OPEB)

April 14
Effective Budget Presentation

April 14-15
Economic Development for Finance Officers

April 15
Accounting and Financial Reporting for Enterprise Funds and Stand-Alone Business-Type Activities

April 16-17
Public Employee Retirement Administration

April 16-18
Advanced Governmental Accounting

>>>Additional training offered by the GFOA:

April 7-8
Planning and Sale of Municipal Bonds

Accounting for Pensions and Other Post-Employment Benefits (OPEB)

April 14, 2008

Faculty

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

Patrick Hardiman
Consultant, Retired
Deloitte & Touche, LLP
Wilton, Connecticut

Registration Fees:
GFOA member $350
Nonmember $525
Student $ 75

CPE Credits: 8
1 Day
9 a.m. - 5 p.m.
No prerequisite

Who Will Benefit

This seminar is designed for finance professionals who have either direct or indirect responsibility for pensions and other post-employment benefits (OPEB), either in connection with a pension/OPEB plan or in connection with a governmental employer that offers such benefits.

Program

The seminar provides a detailed examination of the GASB's accounting and financial reporting guidance for pension and OPEB plans and participating employers. It also offers practical guidance on preparing a comprehensive annual financial report (CAFR) for public employee retirement systems (PERS).

Seminar Objectives

- Terminology and background
- Employers' accounting for pensions
- Actuarial methods
- Employers' note disclosures for pensions
- Financial statements and supporting schedules for pension plans
- Trend data for pension plans
- Note disclosures for pension plans
- Actuarial section of a PERS CAFR
- Investment section of a PERS CAFR
- Statistical section of a PERS CAFR
- Employers' accounting for OPEB
- Financial reporting for OPEB plans

Recommended Reading

An Elected Official's Guide: Employer's Accounting for Pensions and Other Post-Employment Benefits (OPEB)
An Elected Official's Guide to Public Retirement Plans

Effective Budget Presentation

April 14, 2008

Faculty

Michael E. Bailey
Finance and Information
Services Administrator
City of Renton, Virginia

John Fishbein
Senior Manager
Technical Services Center
Government Finance
Officers Association
Chicago, Illinois

Registration Fees:
GFOA member $350
Nonmember $525
Student $ 75

CPE Credits: 8
1 Day
9 a.m. - 5 p.m.
No prerequisite

Who Will Benefit

This seminar is designed for budget and finance staff involved in preparing state and local governmental budget documents. In addition, those involved in communicating budget data to citizens, legislative bodies, rating agencies, and interest groups also are encouraged to attend.

Program

The one-day seminar provides participants with the opportunity to acquire hands-on, practical advice on how to improve the effectiveness of governmental budget presentations. Particular emphasis is paid to improving the presentation of financial data in graphs by more effective utilization of technology. You will learn how to improve your budget using the Distinguished Budget Presentation Award Program Criteria.

Seminar Objectives

- Improve overall budget presentations
- Policy overview and transmittal letter
- Operating detail and financial summaries
- Use of popular budgets
- Implementing National Advisory Council on State and Local Budgeting recommended practices

Recommended Reading

Recommended Budget Practices CD-ROM
Preparing High Quality Budget Doucments

Please note: it is recommended that attendees bring a copy of their budget document with them to the seminar.

Economic Development for Finance Officers

April 14-15, 2008

Faculty

Tim Riordan
Executive Director
Short Vine Development Company
Cincinnati, Ohio

Dave MacGillivray
Chairman
Springsted Incorporated
St. Paul, Minnesota

Registration Fees:
GFOA member $550
Nonmember $750
Student $105

CPE Credits: 16
2 Days
9 a.m. - 5 p.m. both days
No prerequisite

Who Will Benefit

This seminar is designed for finance directors, assistant finance directors, and other financial staff who work on or will work on economic development projects. Intended to be an introduction to the various types of involvement a finance professional may have in economic development efforts.

Program

Given that increasing the tax base and attracting jobs are high priorities for most local governments, finance officers need to speak the language of economic development. Even though most government finance professionals are not trained in this area, they are frequently being called upon to evaluate economic development projects. This seminar will help equip finance officers with the basic knowledge and skills they need to effectively participate in economic development activities.

Seminar Objectives

Through lectures, discussions, case studies, practical exercises, and sample documents, participants will gain an understanding of the following:

- Common development tools and incentives used by local governments today
- Standard documents used in economic development, including term sheets and development agreements
- Evaluation of pro formas
- The various participants and their roles in economic development
- Measuring and monitoring economic development
- Basic economic development strategies
- Risk assessment

Recommended Reading

An Elected Official's Guide: Tax Increment Financing
An Elected Official's Guide: Economic Development

Accounting and Financial Reporting for Enterprise Funds and Stand-Alone Business-Type Activities

April 15, 2008

Faculty

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

Jake W. Lorentz
Assistant Director
Technical Services Center
Government Finance Officers Association
Chicago, Illinois

Registration Fees:
GFOA member $350
Nonmember $525
Student $ 75

CPE Credits: 8
1 Day
9 a.m. - 5 p.m.
No prerequisite

Who Will Benefit

This seminar is designed to meet the practical needs of accountants and auditors whose professional responsibilities either directly or indirectly involve accounting and financial reporting for enterprise funds and stand-alone business-type activities.

Program

This seminar examines both accounting and financial reporting for enterprise funds and business-type activities. Because such activities generally follow the same standards used in the private sector, the accounting section of the program focuses exclusively on transactions and accounting treatments that are unique to the public sector. The financial reporting portion of the program then examines in detail the format and contents of a comprehensive annual financial report (CAFR) of a stand-alone business-type activity.

Seminar Objectives

- Practical differences between private-sector business and business-type activities
- Interest capitalization
- Treatment of debt (including refunding issues)
- Tap fees/impact fees/developer contributions
- Regulatory accounting
- Specific format and contents of a business-type activity's CAFR
- Financial reporting issues specific to business-type activities

Recommended Reading

Chapter 6 of *Governmental Accounting, Auditing, and Financial Reporting (GAAFR): Using the GASB 34 Model* (2005 edition)

Public Employee Retirement Administration

April 16-17, 2008

Faculty

William Fornia
Senior Vice President
Aon Consulting
Denver, Colorado

Howard Pohl
Principal
Becker, Burke Associates
Chicago, Illinois

Catherine Walker
Assistant Chief Executive Officer
Alameda County Employees' Retirement Association
Oakland, California

Registration Fees:
GFOA member $550
Nonmember $750
Student $105

CPE Credits: 16
2 Days
9 a.m. - 5 p.m. both days
No prerequisite

Who Will Benefit

This seminar is geared to new pension plan administrators and staff, finance directors, and recently appointed trustees. It also will be relevant for budget analysts who have oversight over retirement plan funding.

Program

Participants will review the foundations of prudent practices in plan design, governance, financial reporting, and investment strategies. The seminar will be filled with informative presentations by experts in the public pension field. An interactive format will give participants the opportunity, through an extended question-and-answer roundtable, to mold the concepts into practical use.

Seminar Objectives

- Review basic pension plan administration
- Assess plan design and funding of benefits
- Understand pros and cons of early retirement incentives
- Design asset allocation strategy
- Implement investment strategies
- Measure investment strategies
- Understand fiduciary obligations
- Examine recent legislative changes and Social Security

Recommended Reading

An Elected Official's Guide to Defined Benefit and Defined Contribution Retirement Plans
A Guide for Establishing a Pension Investment Policy

Advanced Governmental Accounting

April 16-18, 2008

Faculty

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

Jake W. Lorentz
Assistant Director
Technical Services Center
Government Finance Officers Association
Chicago, Illinois

Registration Fees:
GFOA member $650
Nonmember $825
Student $130

CPE Credits: 20
2.5 Days
16th and 17th: 9 a.m. - 5 p.m.
18th: 8:30 a.m. - noon
Prerequisite: Intermediate Governmental Accounting or its equivalent

Who Will Benefit

The program is designed for those persons who have at least two years of experience with governmental accounting or who have attended the GFOA's *Intermediate Governmental Accounting* seminar or an equivalent program.

Program

This two-and-one-half day seminar provides a detailed examination of selected governmental accounting topics. Emphasis throughout is placed on the practical application of generally accepted accounting principles.

Seminar Objectives

The seminar will cover the specialized accounting and financial reporting guidance applicable to:

- Capital assets (including interest capitalization and capital asset impairments)
- Conversion and consolidation of fund data for inclusion in government-wide financial statements
- Grants
- Risk financing
- Escheat property
- Debt (including current and advance refundings)
- Investments
- Pensions and other post-employment benefits
- Cash flows reporting
- Joint ventures and similar arrangements
- Landfill closure and postclosure care costs
- Arbitrage
- Compensated absences
- Service efforts and accomplishments reporting

Recommended Reading

Governmental Accounting, Auditing, and Financial Reporting: Using the GASB 34 Model (2005 edition)

Planning and Sale of Municipal Bonds

GROUP-LIVE COURSE

16 CPE CREDITS

April 7 – 8, 2008
At the GFOA offices in Chicago, Illinois
9:00 a.m. – 5:00 p.m. (CST), each day

WHO WILL BENEFIT

This two-day seminar is intended for individuals who desire either an intensive introduction to the municipal bond market or a review of current practices. State and local finance directors and staff, budget officers, internal and external auditors, elected officials, and financial advisors are encouraged to attend.

PROGRAM

This seminar will review recent trends in the municipal bond market and the actions state and local governments must take to issue debt. Participants will be introduced to the major steps involved in issuing tax-exempt debt as well as more in-depth instruction on conducting a bond sale. The seminar will combine lectures and exercises to provide participants with hands-on instruction.

SEMINAR OBJECTIVES

- Choose among different methods of sale
- Structure new general obligation and revenue bond issues
- Design strategies for effective rating agency presentations
- Prepare for a competitive bond sale
- Understand the pricing process in a negotiated bond sale
- Evaluate the feasibility of refunding or reorganizing existing debt obligations
- Explore the role of the Internet in increasing market efficiency
- Develop tools to respond to voter initiatives that restrict tax base

RECOMMENDED READING

Debt Issuance and Management: A Guide for Smaller Governments

An Elected Official's Guide: Debt Issuance (Second Edition)

An Elected Official's Guide to Rating Agency Presentations

FACULTY

Julio F. Morales, Senior Managing Consultant, Public Financial Management, Newport Beach, California

Eric H. Johansen, Debt Manager, City of Portland, Oregon

REGISTRATION FEES

GFOA Member $550/Nonmember $750

HOTEL INFORMATION

Renaissance Chicago Hotel • One West Wacker Drive • Chicago, Illinois 60601
Phone: (312) 372-7200 • Rate: Single @ $149, plus 15.4% tax

A block of rooms has been reserved for the GFOA attendees. Based on availability, the GFOA's group rate is valid until March 10, 2008. Should the GFOA block fill up or if reservations are made after this 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 CTA station at State and Lake.

UPCOMING GFOA TRAINING OPPORTUNITIES

April 2008

Chicago, Illinois

April 7-8	Planning and Sale of Municipal Bonds

Internet Training

April 9	E-Government: Technology for Performance Budgeting

May 2008

Chicago, Illinois

May 5-9	Accounting Academy: An Intensive Introduction to Governmental Accounting, Auditing, and Financial Reporting

Detroit, Michigan

May 19	Evaluating Internal Controls
May 19	Accounting for Capital Assets
May 19-20	Best Practices in Budgeting
May 20	Preparing a CAFR
May 21-22	Advanced Public Investing
May 21-22	Financial and ERP Systems Acquisition and Implementation
May 21-23	Advanced Governmental Accounting

June 2008

Fort Lauderdale, Florida
Preconference

June 13	Communicating with Employees: Are They Hearing What You Meant to Say?
June 13	Addressing Your OPEB Liability: Tools for the Decision-Making Process
June 13	Long-Term Financial Sustainability: What You Can Do in the Short Term to Thrive in the Long Term
June 14	The Infrastructure Challenge: Assessing Needs and Funding Them
June 14	ERP Project Management Day Camp: Implementing Your ERP System
June 14	What Works and Why? Analyzing Performance Measurement Data to Improve Budgeting and Decision Making

102nd Annual Conference

June 15-18	*Building a Sustainable Future*

Register online at www.gfoa.org

Government Finance Officers Association
203 North LaSalle Street
Suite 2700
Chicago, Illinois 60601-1210
Tel: *312/977-9700*
Fax: *312/977-4806*
e-mail: *Training@gfoa.org*
www.gfoa.org

REGISTRATION INFORMATION

Registration

Register online at www.gfoa.org or fill out the form in this brochure and mail/fax it to the GFOA. Registrations via the phone cannot be accepted.

Payment by check: Send to GFOA, 3076 Eagle Way, Chicago, IL 60678-1030.

Payment by credit card/PO: Fax to (312) 977-4806 or mail to: GFOA, 203 North LaSalle Street, Suite 2700, Chicago, IL 60601-1210.

The GFOA cannot guarantee availability of materials for registrations received after March 14, 2008. Registrants will be sent a confirmation letter via U.S. mail. **Due to the volume of registrations, the GFOA cannot fax/e-mail confirmations**. We encourage you not to purchase nonrefundable travel tickets until your registration is confirmed.

Anyone with disabilities is encouraged to contact the GFOA at least 21 days in advance of the training to assist us in providing any additional accommodations that may be needed.

Seminar Schedules

Check-in and distribution of seminar materials will take place from 8 a.m. to 9 a.m. on the first day of the seminar.

Seminars are 9 a.m. to 5 p.m. with an hour hosted lunch.

The last day of a 2.5 day seminar is 8:30 a.m. to noon.

Seminar Location and Accommodations

Registrants should make their own hotel reservations by calling the hotel directly. The GFOA is not responsible for making and/or canceling hotel reservations.

The seminars will be held at the:
Grand Sierra Resort
2500 East Second Street
Reno, Nevada 89595
Phone: 775/789-2000; Fax: 775/789-2130
Rates: Single(s)/Double(s) @ $104 (12% tax)

A block of rooms has been reserved for the GFOA attendees. Based on availability, the GFOA's group rate is valid until March 14, 2008. Should the GFOA block fill up or if reservations are made after this date, reservations will be accepted on an overall hotel space availability basis and may not qualify for the GFOA discounted rate.

Payment

Registration fees must be paid in U.S. dollars. All fees must be paid by the first day of the program.

Registration fees include:
Handout materials, continental breakfast, lunch on every full day, and coffee breaks.

Discounts

Early Registration*:* Register early and receive a 10 percent discount. Registrations must be received and paid in full by March 14, 2008.

Groups*:* If your organization registers three or more people for the same seminar, you may reduce your 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 the 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 reduce your seminar fee by an additional $25. E-mail the 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 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.

Students*:* To qualify, you must be an unemployed, full-time student. Attach a copy of your student ID to your registration form.

Cancellation and Refund Policy

Cancellation requests must be made in writing to the GFOA. Please include a copy of your confirmation letter.

Requests for refunds received prior to March 14, 2008, will be levied a $50 administrative service charge per seminar.

Cancellations received between March 14, 2008 and April 11, 2008, will be refunded 50 percent of the registration fees per seminar.

No refunds will be granted after April 11, 2008.

The GFOA retains the right to cancel any seminar due to low enrollment, or to close classes that are full.

On occasion, speakers are subject to change due to unforeseen circumstances. The GFOA will attempt to notify attendees in advance. We apologize in advance for any inconvenience this may cause our attendees.

For more information, please contact the GFOA at training@gfoa.org.

CPE Credit and Certificate of Attendance

Each participant will receive a Certificate of Attendance approximately four to six weeks after the seminar. This certificate verifies that you attended the program and it should be kept with your CPE documents for five years. All instruction for the seminars will be conducted on site.

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 on 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. Web site: *www.nasba.org*

What to Wear

Participants are encouraged to dress comfortably in business casual attire.

Airfare Discounts

For information on airfares, e-mail Michael at bigtomatotravelc@aol.com or call 888/866-2865. We encourage you not to purchase nonrefundable travel tickets until your registration is confirmed.

Recommended Reading

If you are interested in purchasing any of the GFOA publications, please visit the GFOA's e-store at **www.gfoa.org,** and click on "Publications." Order forms can be downloaded from the Web site and sent to:
Fax: **312/977-4806**
E-mail: **PublicationOrders@gfoa.org.**

Hotel Reservation Form for the GFOA National

Reno, Nevada
April 2008

Detach and mail to: Grand Sierra Resort
2500 East Second Street
Reno, Nevada 89595

Phone: 775/789-2000 **Fax:** 775/789-2130

Name (last, first)

Employer

Address

City State/Province Zip/Postal Code

Phone Fax e-mail

Please reserve the following accommodations as indicated for the Government Finance Officers Association seminars.
Refer to the information on previous page for group rates.

☐ Single(s)/Double(s) @ $104 per night ☐ Other ________________; plus tax (12%)

Arrival Date and Time______________________Departure Date______________________

Please guarantee my reservation.
(This credit card information is for hotel deposit only.)

Enclosed is one night's room deposit or credit card number: ____

Expiration date: ______________________ Signature: ____

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GFOA Seminar Registration Form

Reno, Nevada
April 2008

Detach and mail to GFOA.

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

Register online with credit card at ***www.gfoa.org*** (click on e-store button).

or

Mail//fax registrations paid by purchase order or credit card to:
GFOA
203 North LaSalle St., Suite 2700
Chicago, IL 60601-1210

Fax: 312/977-4806
Tel: 312/977-9700

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

or

Mail registrations paid by money order or check to:
GFOA
3076 Eagle Way
Chicago, IL 60678-1030

Name **(Please print or type)** Title

Employer

Address

City State/Province Zip/Postal Code

Phone Fax E-mail

Please indicate any special needs below:

☐ GFOA Member #_____________

☐ New Member ☐ Nonmember

Payment Information:

☐ Purchase Order Number ____________________________________

☐ Check enclosed – payable to "Government Finance Officers Association"

Bill by credit card:

☐ American Express ☐ Diner's Club ☐ Discover ☐ MasterCard ☐ VISA

Credit card number: ____________________________________

Expiration date: __________ Signature: ____________________________

Please send me information on

☐ GFOA membership ☐ GFOA Annual Conference ☐ GFOA Publications

Training Seminars: Reno, Nevada - April 2008

____ Accounting for Pensions and Other Post-Employment Benefits (OPEB)	$__________
____ Accounting and Financial Reporting for Enterprise Funds and Stand-Alone Business-Type Activities	$__________
____ Advanced Governmental Accounting	$__________
____ Economic Development for Finance Officers	$__________
____ Effective Budget Presentation	$__________
____ Public Employee Retirement Admin.	$__________
Discount for group paid (3+) (-10%) attendance	$__________
Discount for paid early registration (-10%)	$__________
Discount for paid new member (-$25.00)	$__________
New member fee (call for amount)	$__________
Training Seminar Total:	**$**__________

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