

GROUP LIVE COURSE



August 2007 > Minneapolis, Minnesota

NATIONAL

TRAINING SEMINARS

MINNEAPOLIS, MINNESOTA

Register and Purchase

Publications Online

at [www.gfoa.org](http://www.gfoa.org)

AUGUST 2007

SEMINAR SCHEDULE

August 20

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

August 20 - 21

**Budgeting for Budget Analysts**

August 20 - 21

**Economic Development for Finance Officers**

August 21

**Enterprise Fund Accounting**

August 22

**Understanding and Calculating Arbitrage Rebate**

August 22 - 23

**Financial and ERP Systems Acquisition and Implementation**

August 22 - 24

**Advanced Governmental Accounting**

Minneapolis  
Minnesota >



### Faculty

**Stephen J. Gauthier**  
Director  
GFOA  
Technical Services Center  
Chicago, Illinois

**Patrick Hardiman**  
Partner  
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*

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

**August 20, 2007**

### 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*

### Faculty

**Roger Neumaier**  
Finance Director  
County of Snohomish  
Everett, Washington

**Lisa R. Parker**  
Finance Director  
City of Saco  
Saco, Maine

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

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

## Budgeting for Budget Analysts

**August 20-21, 2007**

### Who Will Benefit

This seminar is designed for budget analysts in both operational and support departments, departmental finance staff, and others who are involved in budget development and budget control, and who conduct program analysis. This is the first seminar in GFOA's Budgeting Series. It focuses on the fundamentals and is intended for individuals with no more than two to three years of experience in a budget environment.

### Program

Using group exercises, discussions, case studies, and lectures, participants will survey an array of techniques and issues central to operating and capital budgeting. The general aim of the seminar is to provide budget analysts with an understanding of the political and policy context in which they work.

### Seminar Objectives

- The role of the budget analyst
- Budget analysis and process techniques
- Politics of the budgeting process
- Analytical techniques for revenue/expenditure forecasting
- Priority-setting strategies for government programs
- The role of performance measurement in budgeting

### Recommended Reading

*The Operating Budget: A Guide for Smaller Governments*

*Capital Improvement Programming: A Guide for Smaller Governments*

*An Elected Official's Guide to Revenue Forecasting*

*An Elected Official's Guide to Performance Measurement*

### Faculty

**Dave MacGillivray**  
Chairman  
Springsted Incorporated  
St. Paul, Minnesota

**Tim Riordan**  
Executive Director  
Short Vine Development  
Company  
Cincinnati, Ohio

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

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

## Economic Development for Finance Officers

### August 20-21, 2007

#### 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. It is 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

### Faculty

**Stephen J. Gauthier**  
Director  
GFOA  
Technical Services Center  
Chicago, Illinois

**Jake W. Lorentz**  
Assistant Director  
GFOA  
Technical Services Center  
Chicago, Illinois

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

*CPE Credits: 8*  
*1 Day*  
*No Prerequisite*

## Enterprise Fund Accounting

### August 21, 2007

#### 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 (Using the GASB 34 Model)* (2005 edition)

## Faculty

### Terence Burke

Partner  
Ernst & Young, LLP  
Dallas, Texas

### Joan DiMarco

Partner  
Bond Resource Partners  
Philadelphia,  
Pennsylvania

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

*CPE Credits: 8*  
1 Day

*No prerequisite; however,  
this course assumes that stu-  
dents will have a basic under-  
standing of debt  
management and present  
and future value  
calculations*

# Understanding and Calculating Arbitrage Rebate

**August 22, 2007**

## Who Will Benefit

Government finance officers responsible for the debt issuance and debt management functions.

## Program

Participants will take an in-depth look at the regulations as well as receive practical guidance on implementing some of the more complex provisions of arbitrage rebate. You will gain a basic working knowledge of the regulations, learn what it takes to comply with IRS requirements, and discover the common pitfalls and problems with their implementation.

## Seminar Objectives

- Learn what arbitrage is
- Review history of arbitrage regulations
- Define terms and concepts:
  - Purpose/non-purpose investments
  - Government bonds
  - Private activity bonds
  - Hedge bonds
  - Reimbursement bonds
  - Temporary periods
  - Transferred proceeds
- Calculate arbitrage

## Recommended Reading

*Making Good Disclosure: The Role and Responsibilities of State and Local Officials Under the Federal Securities Laws*

*A Guide for Selecting Financial Advisors and Underwriters: Writing RFPs and Evaluating Proposals*  
*A Guide for Preparing a Debt Policy*

## Faculty

### Mike Fletcher

Senior Project Manager  
GFOA  
Research & Consulting  
Center  
Chicago, Illinois

### Barry McMeekin

Senior Manager  
GFOA  
Research & Consulting  
Center  
Chicago, Illinois

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

*CPE Credits: 16*  
2 Days  
9 a.m. - 5 p.m. both  
days

*No prerequisite*

# Financial and ERP Systems Acquisition and Implementation

**August 22-23, 2007**

## Who Will Benefit

This seminar is intended for public managers involved in the procurement and implementation of enterprise resource planning (ERP) and financial management systems. The content also will be relevant to government staff that serve on implementation project teams; business process and technology consultants interested in successfully structuring public-sector systems projects; and elected officials involved in funding decisions related to system replacement.

## Program

The course content presents best practices and lessons learned based on systematic research and consulting experience of the GFOA staff. The seminar also includes case study presentations by small and large governments that have successfully installed enterprise systems. Instructors and speakers identify proven techniques to mitigate the risk of implementation failure as well as design strategies for system optimization.

## Seminar Objectives

- Needs assessment methods
- ROI/TCO analysis
- RFP/business requirement definition
- System selection steps
- Contract negotiation tips and traps
- System rollout options (e.g., big bang vs. phased)
- Project management and staffing
- Implementation methods
- Best practices and process redesign
- Change management strategies
- Technology architecture choices
- Post go-live optimization

## Faculty

### Stephen J. Gauthier

Director  
GFOA  
Technical Services Center  
Chicago, Illinois

### Jake W. Lorentz

Assistant Director  
GFOA  
Technical Services Center  
Chicago, Illinois

# Advanced Governmental Accounting

## August 22-24, 2007

### 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 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)

#### Registration Fees:

GFOA member \$650

Nonmember \$825

Student \$130

CPE Credits: 20

2.5 Days

9 a.m. - 5 p.m. on

August 22 and 23

8:30 a.m. - noon on August 24

Prerequisite: Intermediate  
Governmental Accounting or  
its equivalent

## UPCOMING GFOA TRAINING OPPORTUNITIES

### September 2007

#### *Internet Training*

September 12 Internal Control Basics

#### *Chicago, Illinois*

September 25-28 Budget Analysts Training Academy

### October 2007

#### *Sacramento, California*

October 1 Accounting for Capital Assets  
October 1-2 Financial Planning and Multi-Year Budgeting  
October 1-2 Advanced Performance Measurement  
October 2 GASB Pronouncements: A Comprehensive Survey  
October 3-4 Investing Public Funds  
October 3-5 Intermediate Governmental Accounting

#### *Miami, Florida*

October 15 Accounting for Capital Assets  
October 15 Effective Budget Presentation  
October 15-16 Best Practices in Budgeting  
October 16 Enterprise Fund Accounting  
October 17-18 Planning and Sale of Municipal Bonds  
October 17-19 Advanced Financial Reporting for Governments  
October 18 Using Derivatives in Managing Liabilities and Assets

# UPCOMING GFOA TRAINING OPPORTUNITIES

## October 2007

### *Chicago, Illinois*

October 24-26	ERP Project Management
October 29	Evaluating Internal Controls
October 30	Preparing a CAFR
October 31	Accounting for Capital Assets
November 1	GASB Pronouncements: A Comprehensive Survey

## November 2007

### *Satellite Teleconference*

November 8	12th Annual Governmental GAAP Update <i>If your organization is interested in hosting a downlink site, please contact the GFOA at <a href="mailto:satellite@gfoa.org">satellite@gfoa.org</a>.</i>
------------	--

## December 2007

### *Austin, Texas*

December 3	Accounting for Pensions and Other Post-Employment Benefits (OPEB)
December 3-4	Advanced Governmental Budgeting
December 3-4	Investing Public Funds
December 4	GASB Pronouncements: A Comprehensive Survey
December 4-5	Advanced Performance Measurement
December 5-7	Advanced Governmental Accounting

### *Internet Training*

December 12	Best Practices in Accounting and Financial Reporting
-------------	--

## January 2008

### *Long Beach, California*

January 7	Evaluating Internal Controls
January 7	Effective Budget Presentation
January 7-8	Financial and ERP System Acquisition and Implementation
January 8	Enterprise Fund Accounting
January 9-10	Revenue Forecasting and Analysis
January 9-11	Advanced Financial Reporting for Governments

## February 2008

### *Baltimore, Maryland*

February 4	Evaluating Internal Controls
February 4-5	Costing and Competitive Options for Government Services
February 4-5	Financial Planning and Multi-year Budgeting
February 5	Preparing a CAFR
February 6-7	Advanced Investing Public Funds
February 6-8	Intermediate Governmental Accounting

### *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](mailto:Training@gfoa.org)  
[www.gfoa.org](http://www.gfoa.org)

### *Internet Training*

February 21	Preparing a More Effective Budget Document
-------------	--

## March 2008

### *Internet Training*

March 19	Internal Controls Basics
----------	--------------------------

## REGISTRATION INFORMATION

### Registration

Register online at [www.gfoa.org](http://www.gfoa.org) or fill out the form in this brochure and mail or 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 July 20, 2007. 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:  
**Four Points by Sheraton Minneapolis Metrodome**  
**1330 Industrial Boulevard**  
**Minneapolis, Minnesota 55413**  
**Phone: 612/331-1900; Fax: 612/331-6827**  
**Rates: Single/Double @ \$113; (13.15% tax)**

Reservations can also be made online at [www.starwoodmeeting.com/Book/gfoa07](http://www.starwoodmeeting.com/Book/gfoa07).

A block of rooms has been reserved for the GFOA attendees. Based on availability, the GFOA's group rate is valid until August 5, 2007. 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 July 20, 2007.

*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 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](mailto: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 August 3, 2007, will be levied a \$50 administrative service charge per seminar.

Cancellations received between August 3, 2007 and August 17, 2007, will be refunded 50 percent of the registration fees per seminar.

No refunds will be granted after August 17, 2007.

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](mailto: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](http://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 [bigtomatottravelc@aol.com](mailto:bigtomatottravelc@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 the GFOA publications, please visit GFOA's e-store at [www.gfoa.org](http://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

Minneapolis, Minnesota  
August 2007

Detach and mail to: Four Points by Sheraton Minneapolis Metrodome  
1330 Industrial Boulevard  
Minneapolis, Minnesota 55413

Phone: 612/331-1900

Fax: 612/331-6827

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) \$113.00       Other \_\_\_\_\_; plus tax (13.15%)

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: \_\_\_\_\_

----- cut here -----

# GFOA Seminar Registration Form

Minneapolis, Minnesota  
August 2007

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](http://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 \_\_\_\_\_

GFOA Member # \_\_\_\_\_

New Member     Nonmember

Please indicate any special needs below:


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: Minneapolis, Minnesota - August 2007

___ Accounting for Pensions and Other Post-Employment Benefits (OPEB)	\$ _____
___ Advanced Governmental Accounting	\$ _____
___ Budgeting for Budget Analysts	\$ _____
___ Economic Development for Finance Officers	\$ _____
___ Enterprise Fund Accounting	\$ _____
___ Financial and ERP Systems Acquisition and Implementation	\$ _____
___ Understanding and Calculating Arbitrage Rebate	\$ _____
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)	\$ _____
<b>Training Seminar Total:</b>	<b>\$ _____</b>

Register and purchase publications online at [www.gfoa.org](http://www.gfoa.org)

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.