Training opportunities
April-June 2015

Meeting your training needs and CPE requirements

To learn more or register for any of these events, visit www.gfoa.org
Dedicated to the sound management of government financial resources, the Government Finance Officers Association (GFOA) provides professional development training opportunities to state, provincial, and local-level government officials and other finance practitioners each year. Start earning your CPE credits now or plan ahead using this latest training guide. In addition to the annual conference, training courses are presented as basic, intermediate, advanced, update, or overview and range in length from one day to week-long immersion courses. Take part in CPE-accredited group-live courses or enjoy the convenience of training at your desktop with our group Internet-based seminars and live-streaming courses. Visit www.gfoa.org for details, to register online, and for additional training announcements.

Take part in CPE-accredited:

- **Group-live courses.** Take advantage of training close to home or in your area by participating in a one- or two-day seminar with a GFOA staff member or an approved GFOA instructor.

- **Immersion courses.** Maximize your training opportunities by taking part in subject-intensive courses held at GFOA’s offices in Chicago, Illinois.

- **Internet-based seminars.** Enjoy the convenience of training at your desktop by viewing materials of GFOA’s one- or two-hour presentations on a secure Internet site.

- **Live-streaming courses.** Watch a live-stream of the training on your computer.
Classes will be held at the GFOA offices:
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210.
Reserve your room at the Fairfield Inn & Suites,
60 West Illinois Street, Chicago, IL 60654
$149 single/double plus 12.5% tax
Take advantage of the negotiated rate until March 13, 2015.

APRIL 13-17
Accounting Academy: An Intensive Introduction to Governmental Accounting, Auditing, and Financial Reporting
Field of study: Accounting (Governmental)
Prerequisites: None
Course level: Intermediate
CPE credits: 32
Price: $1,100 Active/Associate Member; $1,500 Nonmember
Monday from 1:00 – 5:00 pm
Tuesday through Thursday from 9:00 am – 5:00 pm
Friday from 8:00 am – 12:00 pm (Central)

PLEASE NOTE
Prerequisites are recommended, not required.
Continental breakfast and lunch are included with the group-live course registration fee.

For more details, early and group discount information, and to register, visit
www.gfoa.org
Check out course recommended reading and other GFOA publications on the website.
Classes will be held at The Benson
309 SW Broadway, Portland, Oregon, 97205
$149 single/double plus 12.5% tax
Take advantage of the negotiated rate until March 26, 2015.

APRIL 27-28
Best Practices and Effective Budget Presentation
Field of study: Finance
Prerequisites: None
Course level: Intermediate
CPE credits: 16
Price: $580 Active/Associate Member; $790 Nonmember
9:00 am – 5:00 pm (Pacific), both days

APRIL 27-28
Best Practices in School Budgeting
Field of study: Finance
Prerequisites: None
Course level: Intermediate
CPE credits: 16
Price: $580 Active/Associate Member; $790 Nonmember
9:00 am – 5:00 pm (Pacific), both days

APRIL 28
Accounting for Pensions and OPEB
Field of study: Accounting (Governmental)
Prerequisites: None
Course level: Advanced
CPE credits: 8
Price: $370 Active/Associate Member; $550 Nonmember
9:00 am – 5:00 pm (Pacific)

APRIL 29
Evaluating Internal Controls
Field of study: Accounting (Governmental)
Prerequisites: None
Course level: Basic
CPE credits: 8
Price: $370 Active/Associate Member; $550 Nonmember
9:00 am – 5:00 pm (Pacific)

APRIL 29-30
Treasury Management and Banking Relations
Field of study: Finance
Prerequisites: None
Course level: Intermediate
CPE credits: 16
Price: $580 Active/Associate Member; $790 Nonmember
9:00 am – 5:00 pm (Pacific), both days
Advanced Financial Reporting
Field of study: Accounting (Governmental)
Prerequisites: Intermediate Governmental Accounting or equivalent
Course level: Advanced
CPE credits: 16
Price: $580 Active/Associate Member; $790 Nonmember
Thursday from 9:00 a.m. – 5:00 p.m.
Friday from 8:00 a.m. – 4:00 p.m. (Pacific)

Register Today for GFOA’s 109th Annual Conference!
May 31 - June 3, 2015
Pennsylvania Convention Center
Philadelphia, Pennsylvania

Go to www.gfoa.org for details, to register for the conference, and to reserve your housing through GFOA’s official hotel block.

Don’t Miss GFOA’s Preconference Seminars!
GFOA’s preconference seminars provide the opportunity for attendees to get in-depth training on topics vitally important to finance officers. Come to Philadelphia a day or two early and multiply the benefits you’ll get by signing up for these added training offerings.

Preconference sessions will be held at the Pennsylvania Convention Center
1101 Arch Street, Philadelphia, Pennsylvania 19107
Reserve your housing in GFOA’s official conference hotels. Go to www.gfoa.org to reserve your housing online or to download a reservation form.

Taking an afternoon session on Friday or Saturday?
An afternoon snack will be available in your session room.

Taking a morning session on Saturday?
A continental breakfast will be available in your session room.

Taking both a morning and afternoon session on Saturday?
Enjoy a continental breakfast and afternoon snack in your session room, as well as a grab-and-go lunch.

Preconference seminars are listed on the following page.
Best Practice Trends in Public-Sector Procurement  
Field of Study: Management Advisory Services  
Prerequisites: None  
Course level: Intermediate  
CPE credits: 4  
Price: $160 Government Member; $175 Nonmember Government; $185 Private-Sector Member; $210 Nonmember Private Sector  
1:00 pm — 5:00 pm (Eastern)

Strategic Planning  
Field of Study: Management Advisory Services  
Prerequisites: None  
Course level: Advanced  
CPE credits: 4  
Price: $160 Government Member; $175 Nonmember Government; $185 Private-Sector Member; $210 Nonmember Private Sector  
1:00 pm — 5:00 pm (Eastern)

Evolution of Financial Transparency  
Field of Study: Finance  
Prerequisites: None  
Course level: Basic  
CPE credits: 4  
Price: $160 Government Member; $175 Nonmember Government; $185 Private-Sector Member; $210 Nonmember Private Sector  
8:30 am — 12:30 pm (Eastern)

Infrastructure Finance  
Field of Study: Finance  
Prerequisites: None  
Course level: Intermediate  
CPE credits: 4  
Price: $160 Government Member; $175 Nonmember Government; $185 Private-Sector Member; $210 Nonmember Private Sector  
1:00 pm — 5:00 pm (Eastern)

Security in an IT Environment  
Field of Study: Management Advisory Services  
Prerequisites: None  
Course level: Intermediate  
CPE credits: 4  
Price: $160 Government Member; $175 Nonmember Government; $185 Private-Sector Member; $210 Nonmember Private Sector  
1:00 pm — 5:00 pm (Eastern)

Course times are subject to change. Visit www.gfoa.org for the latest schedule.

For more information on activities for your stay, go to www.discoverphl.com/gfoa.
Desktop Training

APRIL 16

Building a Better Budget Document
Field of study: Finance
Prerequisites: None
Course level: Basic
CPE credits: 2
Price: $85 Active/Associate Member; $160 Nonmember
2:00 pm – 4:00 pm (Eastern)

APRIL 22

Types of Debt Instruments and Understanding Refunding
Field of study: Finance
Prerequisites: None
Course level: Basic
CPE credits: 2
Price: $85 Active/Associate Member; $160 Nonmember
2:00 pm – 4:00 pm (Eastern)

Apply to Participate in GFOA’s Advanced Government Finance Institute on July 26-31
Application deadline is April 17

Madison, Wisconsin
www.visitmadison.com

The GFOA is inviting members to submit applications for the 2015 Advanced Government Finance Institute, being held in Madison, Wisconsin, July 26-31. The Advanced Government Finance Institute provides 50 GFOA members, who are chosen through the application process, with the opportunity to spend the week on the University of Wisconsin-Madison campus and enhance their leadership skills through classroom and peer interaction activities.

CPE credits: 30
Price: $1,940, which includes tuition, housing, meals, classroom materials, and sponsored activities

Go to www.gfoa.org to download an application, and e-mail agfi@gfoa.org if you have any questions about the program.
**GFOA Training Registration Form**

**Registration Options:**

1. **Register online at www.gfoa.org**
2. Fax/Mail/Scan and e-mail registrations paid by purchase order, money order, check, or credit card to: GFOA, 203 North LaSalle Street, Suite 2700, Chicago, IL 60601
   Fax: (312) 977-4806, E-mail: training@gfoa.org. **If you fax this form, do not mail the original.**

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. A copy of the confirmation and invoice will be sent as a PDF attachment via e-mail from training@gfoa.org. Please add this address to your allowed senders list. **All fees must be paid in full when registration is picked up.** For more registration details, visit www.gfoa.org.

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**Please print or type:**

Name ____________________________ Title ____________________________ Employer ____________________________

Address ____________________________ City ____________________________ State/Province ____________________________ ZIP/Postal Code ____________________________ Country ____________________________

E-mail Address ____________________________ Telephone ____________________________ Fax ____________________________

GFOA Membership Number ____________________________ Please Check One: □ Member □ Nonmember □ New Member □ Student

Seminar(s) Title ____________________________ Date ____________________________ Location ____________________________

Seminar(s) Title ____________________________ Date ____________________________ Location ____________________________

**Seminar Fees Total** $ __________

10% discount for (3+) group $ __________

10% discount for paid early registration $ __________

Discount for paid new member: - $25.00 $ __________

New member fee: Visit www.gfoa.org $ __________ or call GFOA at (312) 977-9700 for fee $ __________

Subtotal $ __________

Total $ __________

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**Payment Information (Please Check One)**

Please do not submit duplicate copies.

Fees must be paid in U.S. dollars by check, credit card, or purchase order.

- Payment by check: Payable to “Government Finance Officers Association”
  Send to: GFOA • 203 N. LaSalle St. • Suite 2700 • Chicago, IL 60601-1210

- Payment by credit card: scan and e-mail this form to training@gfoa.org; fax: (312) 977-4806; or send to: GFOA • 203 N. LaSalle St. • Suite 2700 • Chicago, IL 60601-1210
  □ Amex □ Discover □ MasterCard □ Visa

Name on Card: ____________________________

Account Number: ____________________________

Exp. Date: ______/____ (Mandatory)

Signature: ____________________________

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**Seminar Length**

<table>
<thead>
<tr>
<th>Seminar Length</th>
<th>Member</th>
<th>Nonmember</th>
</tr>
</thead>
<tbody>
<tr>
<td>One day (8 CPE)</td>
<td>$370</td>
<td>$550</td>
</tr>
<tr>
<td>Two days (16 CPE)</td>
<td>$580</td>
<td>$790</td>
</tr>
<tr>
<td>Internet Training (2 CPE) - 120 minutes</td>
<td>$85</td>
<td>$160</td>
</tr>
<tr>
<td>Immersion Course</td>
<td>$1,100</td>
<td>$1,500</td>
</tr>
<tr>
<td>Accounting Academy (32 CPE)</td>
<td>$1,940</td>
<td>N/A</td>
</tr>
<tr>
<td>Advanced Government Finance Institute (30 CPE)</td>
<td>$1,940</td>
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</tbody>
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**Annual Conference**

Please visit www.gfoa.org for special conference/preconference rates.

**Annual conference (21 CPE)**

**Preconference (4 CPE)**

Please indicate any special needs:

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**Go to www.gfoa.org for early discounted fees.**

Save with group discounts

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Government Finance Officers Association

203 North LaSalle Street, Suite 2700, Chicago, IL 60601-1210

phone 312.977.9700 | fax 312.977.4806 | www.gfoa.org

*Amount of CPE credits is subject to change.
Fees must be paid in U.S. dollars by check, credit card, or purchase order.

Payment Information

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. A copy of the confirmation and invoice will be sent as a PDF.

GFOA, 203 North LaSalle Street, Suite 2700, Chicago, IL 60601

2. Fax/Mail/Scan and e-mail registrations paid by purchase order, money order, check, or credit card to:

Registration Options:

Seminar Fees Total  $

Seminar(s) Title     Date  Location

Subtotal $

Discount for paid new member: $-$25.00

10% discount for paid early registration

New member fee: Visit www.gfoa.org

Discounts:

Go to www.gfoa.org for early discounted fees.

Save with group discounts

For more registration details, visit www.gfoa.org.

Mandatory

GFOA Training Registration Form

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

(312) 977-4806

Please indicate any special needs:

Preconference (4 CPE)

Annual conference (21 CPE)*

Accounting Academy (32 CPE) $ 1,100 $ 1,500

Internet Training

Two days

One day

GFOA Tax ID Number: 36-2167796

You must include a purchase order number. Payment must be

issued after that date.

New Members:

If you join GFOA at the same time that you register for a 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. Certain seminars do not qualify for a group discount. For details regarding a particular training event, visit www.gfoa.org.

Substitutions (government entities only):

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. Non-members (from the private sector) cannot substitute for associate members.

Cancellation Policy:

Cancellation notices must be submitted in writing by fax to (312) 977-4806 or by e-mail to training@gfoa.org. Please reference the specific cancellation action dates for each seminar listed in the training registration form posted to www.gfoa.org/search-for-training. On occasion, 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 website. We apologize in advance for any inconvenience this may cause our attendees.

Continuing Professional Education (CPE) certificate:

Each participant will receive a CPE certificate approximately three weeks after the seminar. This certificate verifies that you attended the program and it should be kept with your CPE documents. Please note that training registrations must be paid in full before a CPE certificate will be mailed to the participant.

Annual conference:

Visit www.gfoa.org for the registration fee, discount deadlines, and cancellation and refund policy.
About the GFOA

For over a century, the GFOA has been dedicated to enhancing the professional management of governments for the public benefit. The GFOA has been accomplishing this mission by identifying and developing the highest quality financial policies and practices and promoting them to the public through education, training, and leadership. The association’s members rely upon the GFOA to provide timely information, practical educational opportunities, high quality professional publications, and the latest information on best practices.

Become a member of the GFOA

Stay current with developments and trends in the government finance profession by uniting with GFOA members in the United States and Canada whose careers, studies, or interests involve government financial management. Please take a moment to check out the GFOA website (www.gfoa.org) to learn the benefits that GFOA members receive, to find information on the GFOA’s latest events, and to obtain detailed information on the GFOA’s publications and products. If you are interested in becoming a GFOA member, please contact the GFOA at membership@gfoa.org.

To learn more and to register for these courses, go to www.gfoa.org

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