



# Budget Analyst Training Academy

**Repeat  
Offering**

**October 10 – 13, 2017**

The course will meet Tuesday through Thursday, 8:30 a.m. – 5:00 p.m.,  
and Friday, 8:30 a.m. – 1:00 p.m.

Course Level: Basic • Prerequisite: None • Field of Study: Finance

**30 CPE Credits**

**Classes will be held at the GFOA offices:  
203 North LaSalle Street • Suite 2700 • Chicago, IL 60601-1210**



**GROUP-LIVE  
COURSE**

## **Who Will Benefit:**

This course is designed for budget analysts from both small and large organizations. It will provide critical information for new analysts and allow veteran analysts an opportunity to hone their skills.

## **Program Description:**

GFOA's Budget Academy is a four-day course that focuses on skills and techniques critical to a public sector budget analyst. Using a combination of lectures, discussions, and exercises, the course will provide an overview of the budget development process, including best practices and techniques required in effective budgeting. Specific topic areas include goal setting, program development, revenue and expense analysis, position budgeting, capital budgeting, and more. Participants will also have an opportunity to network with colleagues to share best practices and to discuss budgeting challenges.

**\*\*Please bring a laptop/tablet as some instruction will utilize Excel.\*\***

## **Seminar Objectives:**

Peer learning and networking with colleagues from other organizations is an integral part of the Budget Academy. Additionally, those who successfully complete this seminar should obtain a solid basic understanding of each of the following:

- Public-sector budget process
- Basic forecasting and expenditure analysis
- Basic accounting principles and how they relate to the budget
- Working relationship with operating departments to develop goals and budget requests
- Position budgeting and salary projections for public-sector organizations
- Link between capital and operating budgets
- Budgeting for grants
- Basics of rate setting and internal service charges
- Communicating and presenting budget information

## **Faculty:**

Please check [www.gfoa.org](http://www.gfoa.org) for the faculty listing of GFOA staff and/or practitioners as it becomes available.

**To learn more or register for this event, visit [www.gfoa.org](http://www.gfoa.org).**



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Program Schedule

Tuesday through Thursday: Attendee check-in and distribution of course materials will take place from 8:00 a.m. – 8:30 a.m. on Tuesday. The seminar hours will be 8:30 a.m. – 5:00 p.m. (Central)
Friday: The seminar hours will be from 8:30 a.m. – 1:00 p.m. (Central)

Hotel Information

Fairfield Inn and Suites, 60 West Illinois Street, Chicago, IL 60654
Phone: 312-836-1700, Fax: 312-836-1702

or

Aloft Chicago City Center, 515 North Clark Street, Chicago, IL 60654
Phone: 312-661-1000, Fax: 312-605-8701

- Room Rate: Single/Double: \$226 plus 17.4% tax
• Based on availability, GFOA's group rate (Budget Training Academy) is valid until September 8, 2017. Should the GFOA block fill up or if reservations are made after this date, reservations will be accepted on an overall hotel space availability and may not qualify for GFOA discounted rate.
• Go to http://gfoa.org/sites/default/files/hotelformweb.pdf to access the hotel links to reserve your room online.

It's Easy to Get Here

GFOA's offices are located at 203 N. LaSalle Street, Suite 2700, at the northeast corner of LaSalle and Lake Streets in downtown Chicago. Chicago Transit Authority (CTA) trains can be taken directly to the office from either of Chicago's airports. The Orange Line between Midway International Airport and downtown is \$2.25 per ride; the Blue Line from O'Hare International Airport to downtown is \$5.00 (and the train back to O'Hare is \$2.25). Our office building is right next to the CTA station at Clark and Lake. InterPark garage is located inside the building.

Please print or type [ ] Check here if you are faxing this form.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: (Required) \_\_\_\_\_

[ ] Check box to indicate if you are substituting for an active member.

Active Member #: \_\_\_\_\_

Active Member Name: \_\_\_\_\_

Please photocopy this form for additional registrants.

Cancellation Policy: Cancellations can be faxed to the GFOA at 312-977-4806 or e-mailed to training@gfoa.org.

Requests for refunds received prior to September 22, 2017, will be levied a \$50 administrative service charge. Requests for refunds received between September 22, 2017, and October 6, 2017, will be refunded 50 percent of the registration fees. No refunds will be granted after October 6, 2017.

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 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.

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

Registration Fees Fee includes handout materials, continental breakfast, and lunch.

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

(Please Check One) [ ] \$925 Active/Associate GFOA Member [ ] \$1,175 Nonmember

Registration Fee \$ \_\_\_\_\_

New Member Fee (Call 312-977-9700 for amount) \$ \_\_\_\_\_

Discount for paid new member \$ (25.00) \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Payment Information (Please Check One)

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

[ ] Payment by check:

Make 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 to 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: \_\_\_\_\_

[ ] Please Bill Me. (Scan and e-mail this form to training@gfoa.org or fax to 312-977-4806.)

You must include a purchase order number. Payment must be received for all registrations prior to the event date.

P.O. No: \_\_\_\_\_

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.

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 the final authority on the acceptance of individual course for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org.



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