



**Government Finance Officers Association
Training Seminars Registration Form
August 2017 – March 2018**

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.

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

Registration options:

- 1. Register online at www.gfoa.org.**
- 2. Fax/mail/e-mail registrations paid by money order, check, purchase order, or credit card to: GFOA, 203 North LaSalle Street, Suite 2700, Chicago, IL 60601; Fax: (312) 977-4806; scan and e-mail to training@gfoa.org.**

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

Please print or type:

Name: _____

Title: _____

Employer: _____

Address: _____

City: _____ State/Province: _____ Zip: _____

Tel:() _____ Fax:() _____ e-mail (required) _____

GFOA Membership Number: _____

- Member
 Nonmember
 New Member
 Student

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

Active Government Member #: _____ Active Government Member Name: _____

Please indicate any special needs below:

Seminar fees total*	\$ _____
10% discount for (3+) group	\$- _____
10% discount for paid early registration	\$- _____
Discount for paid new member (\$25.00)	\$- _____
New member fee (call 312/977-9700 for fee)	\$ _____
Total	\$ _____

****You must include page 3 and/or 4 indicating your seminar choice(s)***

Payment Information:

- Check enclosed – payable to GFOA
 Purchase Order Number _____ (scan and e-mail the form to training@gfoa.org)
 Bill by credit card:
 American Express
 Discover
 MasterCard
 VISA

Credit card number: _____

Expiration date: _____ Signature: _____
(Mandatory)

On rare occasions, speakers are subject to change due to unforeseen circumstances. GFOA will attempt to notify attendees in advance via e-mail, phone, or GFOA's website. We apologize in advance for any inconvenience this may cause our attendees.

Discounts (*Note: not all seminars qualify for early or group discounts. Seminar descriptions will be noted with any applicable discounts.*)

Please check the calendar for specific deadline dates.

Early Registration: Register early and receive a 10 percent discount. In order to be eligible for the discount, registrations must be received and paid in full by check or credit card by the date listed with the monthly sessions.

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 submitted and paid together.

Internet Training Groups: Registration fee is per person and group discounts are available. Early and/or student registration discounts do not apply to Internet training. Register and pay for 3-9 participants and receive 10 percent off the total cost of the registrations. Register and pay for 10 or more participants and receive 15 percent off the total cost of the registrations. To qualify for the group discount, registrations must be submitted together. Individual registrations submitted separately or after the original group is submitted will not qualify for the group discounts.

New Members: If you join 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 you can reduce your seminar fee by an additional \$25. E-mail GFOA's membership department at Membership@gfoa.org for information on membership fees.

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 attending the training; a nonmember may attend in his or her place at the lower member rate. Nonmembers (from the private sector) cannot substitute for associate members.

Inquiries: For information regarding administrative policies such as complaints and refunds, please contact GFOA via e-mail or at 312-977-9700.

Cancellation Policy

Cancellation notices must be submitted in writing to (312) 977-4806 (fax) or to training@gfoa.org. Please reference the specific cancellation action dates for each seminar listed in the monthly training calendar.

Continuing Professional Education (CPE) Certificates

Each participant will receive a CPE certificate approximately three weeks after the seminar. The 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 sent to each participant.

August 2017 — Sacramento, CA

- Budgeting Best Practices: Public Participation in Budgeting \$ _____
- Evaluating Internal Controls \$ _____
- Advanced Governmental Accounting \$ _____
- Best Practices & Effective Budget Presentation \$ _____
- Debt Management Best Practices \$ _____
- ERP Readiness and System Selection \$ _____
- Enterprise Fund Accounting \$ _____

August 2017 — Desktop

- Government-wide Financial Statements And Conversation/Consolidations \$ _____
- Disclosure Update \$ _____

September 2017 — Chicago, IL

- Budget Analyst Training Academy \$ _____

September 2017 — Desktop

- How to Account for Capital Assets \$ _____
- Developing Effective Financial Policies \$ _____

**October 5, 2017 – Web-Streaming Event
2nd Annual Better Budgeting**

\$ _____

October 2017 — Chicago, IL

- Budget Analyst Training Academy \$ _____

October 2017 — Glendale, AZ

- Accounting for Capital Assets \$ _____
- Long-Term Financial Planning \$ _____
- Economic Development \$ _____
- Advanced Governmental Accounting \$ _____
- Capital Budgeting and Infrastructure Finance \$ _____
- Financial Policies \$ _____
- Advanced Financial Reporting \$ _____

October 2017 — Desktop

- Arbitrage \$ _____

November 2, 2017 – Web-Streaming Event

- 22nd Annual Governmental GAAP Update \$ _____

November 2017 — Chicago, IL

- Alliance for Excellence in School Budgeting \$ _____
- Advanced Governmental Accounting \$ _____
- Intermediate Governmental Accounting \$ _____
- Data Analysis \$ _____

November 2017 — Desktop

- Working with the “New” Media \$ _____
- Overview of GFOA's New Best Practices \$ _____
- Building a Better Budget Document \$ _____

**December 7, 2017 – Web-Streaming Event
(Encore presentation)**

- 22nd Annual Governmental GAAP Update \$ _____

December 2017 — Charleston, SC

- Advanced Governmental Accounting \$ _____
- Strategic Planning \$ _____
- Managing the Budget Process \$ _____
- Enterprise Fund Accounting \$ _____
- Preparing a CAFR \$ _____

**January 11, 2018 – Web-Streaming Event
(Encore presentation)**

- 2nd Annual Better Budgeting \$ _____

**January 18, 2018 – Web-Streaming Event
(Encore presentation)**

- 22nd Annual Governmental GAAP Update \$ _____

January 2018 — Newport Beach, CA

- Budgeting Best Practices: Personnel Budgeting \$ _____
- Budgeting Best Practices: Government Fees and User Charges \$ _____
- Accounting for Pension & OPEB \$ _____
- ERP Implementation and Technology Governance \$ _____
- Evaluating Internal Controls \$ _____
- Long-Term Financial Planning \$ _____
- Intermediate Governmental Accounting \$ _____

January 2018 — Desktop

- Lessons Learned in Online Financial Transparency \$ _____
- Rating Agency Update and Market Overview for Debt \$ _____

February 2018 — Austin, TX

- Advanced Governmental Accounting \$ _____
- Budgeting Best Practices: Program Budgeting & Activity Costing \$ _____
- Debt Management Best Practices \$ _____
- Budgeting Best Practices: Communicating the Budget \$ _____
- Preparing a CAFR \$ _____
- Treasury Management Best Practices \$ _____
- Enterprise Fund Accounting \$ _____

February 2018 — Desktop

- Cloud Technology and the Finance Officer \$ _____
- Building a Better Budget Document \$ _____

March 2018 — Fort Lauderdale, FL

- Advanced Governmental Accounting \$ _____
- Managing the Budget Process \$ _____
- Strategic Planning \$ _____
- Investing Public Funds \$ _____
- Enterprise Fund Accounting \$ _____
- ERP Readiness and System Selection \$ _____
- Investing for Pension Funds \$ _____
- Evaluating Internal Controls \$ _____
- Pension and Benefit Administration Best Practices \$ _____

March 2018 — Chicago, IL

- Accounting Academy \$ _____

March 2018 — Desktop

- Considerations for Purchasing Financial Services \$ _____
- Presentation of the Capital Budget \$ _____

May 2018 — St. Louis, MO**112th GFOA Annual Conference**

Keep watch at www.gfoa.org for preconference and conference details to be announced. Registration will open in early November.



Government Finance Officers Association Training Seminars

August 2017– March 2018

August 2017 Sacramento, CA

		<u>Mbr</u>	<u>Nonmbr</u>
August 21	Budgeting Best Practices: Public Participation in Budgeting	\$370	\$550
August 21-22	Debt Management Best Practices	\$580	\$790
August 22	Evaluating Internal Controls	\$370	\$550
August 22-23	Best Practices & Effective Budget Presentation	\$580	\$790
August 23	Enterprise Fund Accounting	\$370	\$550
August 23-24	ERP Readiness and System Selection	\$580	\$790
August 24-25	Advanced Governmental Accounting	\$580	\$790

August 4, 2017 Early discount deadline
 Cancellation dates: \$50 fee if cancelled before August 4, 2017.
 50% refund if cancelled between August 4, 2017, and August 18, 2017.
 No refunds after August 18, 2017.

August 2017 Desktop Training

		<u>Mbr</u>	<u>Nonmbr</u>
August 16	Government-wide Financial Statements and Conversation/ Consolidations	\$85	\$160
August 30	Disclosure Update	\$85	\$160

Fees are per person, not per group.

Early and/or student discounts do not apply to this training.

Cancellation requests must be made in writing to GFOA. All cancellations received five business days before the event date will incur a \$20 administrative fee. No refunds will be issued after that date. A one-for-one substitution (for government entities only) will be accepted. Substitutions must be submitted in writing to GFOA.

September 2017 Chicago, IL

		<u>Mbr</u>	<u>Nonmbr</u>
September 12-15	Budget Analyst Training Academy	\$925	\$1175

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

Cancellation dates: \$50 fee if cancelled before August 25, 2017
 50% refund if cancelled between August 25, 2017, and September 8, 2017.
 No refunds after September 8, 2017.

September 2017 Desktop Training

		<u>Mbr</u>	<u>Nonmbr</u>
September 6	How to Account for Capital Assets	\$85	\$160
September 27	Developing Effective Financial Policies	\$85	\$160

Fees are per person, not per group.

Early and/or student discounts do not apply to this training.

Cancellation requests must be made in writing to GFOA. All cancellations received five business days before the event date will incur a \$20 administrative fee. No refunds will be issued after that date. A one-for-one substitution (for government entities only) will be accepted. Substitutions must be submitted in writing to GFOA.

October 2017 Desktop training - Web Streaming Event

October 5 2nd Annual Better Budgeting Full Registration Fee(s) Postmarked and paid after September 1, 2017.

Fees are per person, not per group.

		\$180	Active gov't member
September 1, 2017	Early discount deadline	\$215	Member private sector
Group Discounts:	Discounts are available for 3-10 people, 11-20 people, 21-40 people, 41-75 people, and 76+.	\$195	Nonmember gov't
	Call 312-977-9700 for pricing. In order to receive the group price, all registrations must be submitted together.	\$245	Nonmember private sector

Cancellation requests must be made in writing to GFOA. All cancellations received five business days before the event date (September 28) will incur a \$20 administrative fee. No refunds will be issued after that date. A one-for-one substitution (for government entities only) will be accepted. Substitutions must be submitted in writing to GFOA.

October 2017 Chicago, IL

		<u>Mbr</u>	<u>Nonmbr</u>
October 10-13	Budget Analyst Training Academy	\$925	\$1175

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

Cancellation dates: \$50 fee if cancelled before September 22, 2017
 50% refund if cancelled between September 22, 2017, and October 6, 2017.
 No refunds after October 6, 2017.

October 2017 Glendale, AZ

		<u>Mbr</u>	<u>Nonmbr</u>
October 23	Accounting for Capital Assets	\$370	\$550
October 23	Economic Development	\$370	\$550
October 23-24	Long-Term Financial Planning	\$580	\$790
October 24-25	Advanced Governmental Accounting	\$580	\$790
October 24-25	Capital Budgeting and Infrastructure Finance	\$580	\$790
October 25-26	Financial Policies	\$580	\$790
October 26-27	Advanced Financial Reporting	\$580	\$790

September 22, 2017 Early discount deadline:
 Cancellation dates: \$50 fee if cancelled before October 6, 2017.
 50% refund if cancelled between October 6, 2017, and October 20, 2017.
 No refunds after October 20, 2017.

October 2017 Desktop Training

		<u>Mbr</u>	<u>Nonmbr</u>
October 18	Arbitrage	\$85	\$160

Fees are per person, not per group.

Early and/or student discounts do not apply to this training.

Cancellation requests must be made in writing to GFOA. All cancellations received five business days before the event date will incur a \$20 administrative fee. No refunds will be issued after that date. A one-for-one substitution (for government entities only) will be accepted. Substitutions must be submitted in writing to GFOA.

November 2017
Desktop Training: Web-Streaming Event

November 2 22nd Annual Governmental GAAP Update Full Registration Fee(s)
 Postmarked and paid
 after September 29, 2017.

Fees are per person, not per group.

September 29, 2017	Early discount deadline	\$180	Active gov't member
Group Discounts:	Discounts are available for 3-10 people, 11-20 people, 21-40 people, 41-75 people, and 76+.	\$215	Member private sector
	Call 312-977-9700 for pricing. In order to receive the group price, all registrations must be submitted together.	\$195	Nonmember gov't
		\$245	Nonmember private sector

Cancellation policy: Cancellation requests must be made in writing to GFOA. All cancellations received before October 26, 2017, will incur a \$20 administrative fee. No refunds will be issued after that date.

Date changes: All requests for course date changes made within 7 days of the course start date will incur a \$25 transfer fee.

November 2017
Chicago, IL

		<u>Mbr</u>	<u>Nonmbr</u>
November 2-3	Alliance for Excellence in School Budgeting*	\$850	\$1200
November 9-10	Data Analysis	\$580	\$790
November 13-14	Advanced Governmental Accounting	\$580	\$790
November 15-16	Intermediate Governmental Accounting	\$580	\$790

Data Analysis
Early, group, and/or student discounts do not apply to this training.
 \$50 fee if cancelled before October 20, 2017.
 50% refund if cancelled between October 20, 2017, and November 3, 2017.
 No refunds after November 3, 2017.

Advanced or Intermediate Governmental Accounting
Early, group, and/or student discounts do not apply to this training.
 \$50 fee if cancelled before October 27, 2017.
 50% refund if cancelled between October 27, 2017, and November 10, 2017.
 No refunds after November 10, 2017.

*Alliance for Excellence in School Budgeting will be held at the Hyatt Regency Chicago

November 2017
Desktop Training

		<u>Mbr</u>	<u>Nonmbr</u>
November 8	Working with the "New" Media	\$85	\$160
November 9	Overview of GFOA's New Best Practices	\$85	\$160
November 29	Building a Better Budget Document	\$85	\$160

Fees are per person, not per group.

Early and/or student discounts do not apply to this training.
 Cancellation requests must be made in writing to GFOA. All cancellations received five business days before the event date will incur a \$20 administrative fee. No refunds will be issued after that date. A one-for-one substitution (for government entities only) will be accepted. Substitutions must be submitted in writing to GFOA.

Desktop Training

		<u>Mbr</u>	<u>Nonmbr</u>
February 7	Cloud Technology and the Finance Officer	\$85	\$160
February 21	Building a Better Budget Document	\$85	\$160

Fees are per person, not per group.

Early and/or student discounts do not apply to this training.

Cancellation requests must be made in writing to GFOA. All cancellations received five business days before the event date will incur a \$20 administrative fee. No refunds will be issued after that date. A one-for-one substitution (for government entities only) will be accepted. Substitutions must be submitted in writing to GFOA.

March 2018 Chicago, IL

		<u>Mbr</u>	<u>Nonmbr</u>
March 5 - 9	Accounting Academy	\$1100	\$1500

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

Cancellation dates: \$50 fee if cancelled before February 16, 2018
50% refund if cancelled between February 16, 2018, and March 2, 2018.
No refunds after March 2, 2018.

March 2018 Fort Lauderdale, FL

		<u>Mbr</u>	<u>Nonmbr</u>
March 19	Strategic Planning	\$370	\$550
March 19-20	Managing the Budget Process	\$580	\$790
March 19-20	Advanced Governmental Accounting	\$580	\$790
March 20-21	Investing Public Funds	\$580	\$790
March 21	Enterprise Fund Accounting	\$370	\$550
March 21	Investing for Pension Funds	\$370	\$550
March 21-22	ERP Readiness and System Selection	\$580	\$790
March 22	Evaluating Internal Controls	\$370	\$550
March 22-23	Pension and Benefit Administration Best Practices	\$580	\$790

February 16, 2018 Early discount deadline
Cancellation dates: \$50 fee if cancelled before March 2, 2018.
50% refund if cancelled between March 2, 2018, and March 16, 2018.
No refunds after March 16, 2018.

March 2018 Desktop Training

		<u>Mbr</u>	<u>Nonmbr</u>
March 14	Considerations for Purchasing Financial Services	\$85	\$160
March 28	Presentation of the Capital Budget	\$85	\$160

Fees are per person, not per group.

Early and/or student discounts do not apply to this training.

Cancellation requests must be made in writing to GFOA. All cancellations received five business days before the event date will incur a \$20 administrative fee. No refunds will be issued after that date. A one-for-one substitution (for government entities only) will be accepted. Substitutions must be submitted in writing to GFOA.