



**Government Finance Officers Association
Training Seminars Registration Form
October 2018 – May 2019**

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 _____ (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.

October 23, 2018 — Desktop

All the Latest: New Best Practices at GFOA \$_____

October 24, 2018 — Desktop

Accepting Credit Card Payments: What All Governments Need to Know about Vendor Services, Fees, and Risks \$_____

November 1, 2018 — Desktop

23rd Annual Governmental GAAP Update Web-stream Event \$_____

November 14, 2018 — Desktop

Introduction to Governmental Accounting for Non-Accountants \$_____

November 28, 2018 — Desktop

Pension and OPEB \$_____

November 29; December 4, 18; 2018 — Desktop

3rd Annual Better Budgeting Web-stream Series: Three-part Series (Encore) \$_____

3rd Annual Better Budgeting Web-stream Series: Creating a Budget Aligned with Community Priorities (Encore) \$_____

3rd Annual Better Budgeting Web-stream Series: Budget Monitoring (Encore) \$_____

3rd Annual Better Budgeting Web-stream Series: Building a Better Budget Office (Encore) \$_____

December 5, 2018 — Desktop

23rd Annual Governmental GAAP Update Web-stream Event (Encore) \$_____

December 12, 2018 — Desktop

Why Social Media Should Matter to the Finance, Budget, and Treasurer’s Office (Encore) \$_____

December 2018 — San Antonio, TX

Accounting for Capital Assets (12/10) \$_____

Best Practices in Budgeting: Communicating the Budget (12/10) \$_____

Best Practices in Budgeting: Capital Project Budgeting (12/11) \$_____

Intermediate Governmental Accounting (12/11–12) \$_____

Capital Budgeting and Infrastructure

Finance (12/12–13) \$_____

Advanced Financial Reporting (12/13–14) \$_____

School Budgeting Best Practices (12/13–14) \$_____

January 2019 — Orlando, FL

Accounting for Capital Assets (1/14) \$_____

Managing the Budget Process (1/14–15) \$_____

Debt Management Best Practices (1/14–15) \$_____

Intermediate Governmental Accounting (1/15–16) \$_____

ERP Implementation and Technology Governance (1/16–17) \$_____

Advanced Financial Reporting (1/17–18) \$_____

School Budgeting Best Practices (1/17–18) \$_____

January 17, 2019 — Desktop

Introduction to Governmental Accounting for Non-Accountants \$_____

January 24, 2019 — Desktop

23rd Annual Governmental GAAP Update Web-stream Event (2nd Encore) \$_____

January 31, 2019 — Desktop

Pension and OPEB (Encore) \$_____

February 2019 — Newport Beach, CA

Accounting for Capital Assets (2/11) \$_____

Financial Policies (2/11) \$_____

Best Practices in Budgeting: Personnel Budgeting (2/12) \$_____

Advanced Governmental Accounting (2/12–13) \$_____

Treasury Management Best Practices (2/12–13) \$_____

Advanced Financial Reporting (2/14–15) \$_____

Debt Management Best Practices (2/14–15) \$_____

February 26–March 1, 2019 — San Francisco, CA

Accounting Academy \$_____

Budget Analyst Training Academy \$_____

March 2019 — Salt Lake City, UT

- Enterprise Fund Accounting (3/11) \$_____
- Best Practices in Budgeting: Budget Monitoring (3/11) \$_____
- Investing Public Funds (3/11–12) \$_____
- Preparing a CAFR (3/12) \$_____
- Best Practices in Budgeting: Communicating the Budget (3/12) \$_____
- Intermediate Governmental Accounting (3/13–14) \$_____
- Capital Budgeting and Infrastructure Finance (3/13–14) \$_____

March 26–28, 2019 — Chicago, IL

- Accounting Academy \$_____

April 2019 — Chicago, IL

- Fiscal Sustainability (4/1–2) \$_____
- Strategic Planning (4/3) \$_____
- Managing the Budget Process (4/4–5) \$_____

May 19–22, 2019 — Los Angeles, CA



Save the date!

Registration for the **113th GFOA Annual Conference** will open on our website in early November.

The call for topics and speakers is now open at <http://gfoa.org/call-for-topics>.

Government Finance Officers Training Seminars

October 2018 – May 2019

October 2018 — Desktop

		<u>Member Fee</u>	<u>Nonmember Fee</u>
October 23	All the Latest: New Best Practices at GFOA	Complimentary	\$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 2018 — Desktop

		<u>Member Fee</u>	<u>Nonmember Fee</u>
October 24	Accepting Credit Card Payments: What All Governments Need to Know about Vendor Services, Fees, and Risks	\$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 2018 — Desktop

		<u>Active Govt Member</u>	<u>Member Private Sector</u>	<u>Nonmember Govt</u>	<u>Nonmember Private Sector</u>
November 1	GAAP Update	\$180	\$215	\$195	\$245
Early Discount Deadline	October 5, 2018				
Group Discounts	Discounts are available for 3-10 people, 11-20 people, 21-40 people, 41-75 people, and 76+. Call 312-977-9700 for pricing. In order to receive the group price, all registrations must be submitted together.				
Cancellation Policy	Cancellation requests must be made in writing to GFOA. All cancellations received before October 25, 2018, will incur a \$20 administrative fee. No refunds will be issued after that date.				

November 2018 — Desktop

		<u>Member Fee</u>	<u>Nonmember Fee</u>
November 14	Introduction to Governmental Accounting for Non-Accountants	\$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 2018 — Desktop

		<u>Member Fee</u>	<u>Nonmember Fee</u>
November 28	Pension and OPEB	\$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–December 2018 — Desktop

		<u>Active Govt Member</u>	<u>Member Private Sector</u>	<u>Nonmember Govt</u>	<u>Nonmember Private Sector</u>
November 29; December 4, 18	3 rd Annual Better Budgeting Web-stream Series: Three-part Series (Encore)	\$189	\$245	\$285	\$325
November 29	3 rd Annual Better Budgeting Web-stream Series: Creating a Budget Aligned with Community Priorities (Encore)	\$70	\$90	\$105	\$120
December 4	3 rd Annual Better Budgeting Web-stream Series: Budget Monitoring (Encore)	\$70	\$90	\$105	\$120
December 18	3 rd Annual Better Budgeting Web-stream Series: Building a Better Budget Office (Encore)	\$70	\$90	\$105	\$120
Early Discount Deadline Group Discounts	November 19, 2018 Register and pay for 3 to 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 discount.				
Date Changes	All requests for course date changes made within 7 days of the course start date will incur a \$25 transfer fee.				
Cancellation Policy	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.				

December 2018 — Desktop

		<u>Active Govt Member</u>	<u>Member Private Sector</u>	<u>Nonmember Govt</u>	<u>Nonmember Private Sector</u>
December 5	GAAP Update (Encore Presentation)	\$180	\$215	\$195	\$245
Early Discount Deadline Group Discounts	November 9, 2018 Discounts are available for 3-10 people, 11-20 people, 21-40 people, 41-75 people, and 76+. Call 312-977-9700 for pricing. In order to receive the group price, all registrations must be submitted together.				
Cancellation Policy	Cancellation requests must be made in writing to GFOA. All cancellations received before November 28, 2018, will incur a \$20 administrative fee. No refunds will be issued after that date.				

December 2018 — Desktop

		<u>Member Fee</u>	<u>Nonmember Fee</u>
December 12	Why Social Media Should Matter to the Finance, Budget, and Treasurer's Office (Encore)	\$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.

December 2018 — San Antonio, TX

		<u>Member Fee</u>	<u>Nonmember Fee</u>
December 10	Accounting for Capital Assets	\$370	\$550
December 10	Best Practices in Budgeting: Communicating the Budget	\$370	\$550
December 11	Best Practices in Budgeting: Capital Project Budgeting	\$370	\$550
December 11–12	Intermediate Governmental Accounting	\$580	\$790
December 12–13	Capital Budgeting and Infrastructure Finance	\$580	\$790
December 13–14	Advanced Financial Reporting	\$580	\$790
December 13–14	School Budgeting Best Practices	\$580	\$790
Early Discount Deadline	November 9, 2018		
Cancellation dates	\$50 fee if canceled before November 23, 2018. 50% refund if canceled between November 23, 2018, and December 7, 2018. No refunds after December 7, 2018.		

January 2019 — Orlando, FL

		<u>Member Fee</u>	<u>Nonmember Fee</u>
January 14	Accounting for Capital Assets	\$370	\$550
January 14–15	Managing the Budget Process	\$580	\$790
January 14–15	Debt Management Best Practices	\$580	\$790
January 15–16	Intermediate Governmental Accounting	\$580	\$790
January 16–17	ERP Implementation and Technology Governance	\$580	\$790
January 17–18	Advanced Financial Reporting	\$580	\$790
January 17–18	School Budgeting Best Practices	\$580	\$790
Early Discount Deadline	December 14, 2018		
Cancellation dates	\$50 fee if canceled before December 28, 2018. 50% refund if canceled between December 28, 2018, and January 11, 2019. No refunds after January 11, 2019.		

January 2019 — Desktop

		<u>Member Fee</u>	<u>Nonmember Fee</u>
January 17	Introduction to Governmental Accounting for Non-Accountants (Encore)	\$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.

January 2019 — Desktop

		<u>Active Govt Member</u>	<u>Member Private Sector</u>	<u>Nonmember Govt</u>	<u>Nonmember Private Sector</u>
January 24	GAAP Update (2nd Encore)	\$180	\$215	\$195	\$245
Early Discount Deadline	December 14, 2018				
Group Discounts	Discounts are available for 3-10 people, 11-20 people, 21-40 people, 41-75 people, and 76+. Call 312-977-9700 for pricing. In order to receive the group price, all registrations must be submitted together.				
Cancellation Policy	Cancellation requests must be made in writing to GFOA. All cancellations received before January 16, 2018, will incur a \$20 administrative fee. No refunds will be issued after that date.				

January 2019 — Desktop

		<u>Member Fee</u>	<u>Nonmember Fee</u>
January 31	Pension and OPEB (Encore)	\$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.

February 2019 — Newport Beach, CA

		<u>Member Fee</u>	<u>Nonmember Fee</u>
February 11	Accounting for Capital Assets	\$370	\$550
February 11	Financial Policies	\$370	\$550
February 12	Best Practices in Budgeting: Personnel Budgeting	\$370	\$550
February 12–13	Advanced Governmental Accounting	\$580	\$790
February 12–13	Treasury Management Best Practices	\$580	\$790
February 14–15	Advanced Financial Reporting	\$580	\$790
February 14–15	Debt Management Best Practices	\$580	\$790
Early Discount Deadline	January 11, 2018		
Cancellation dates	\$50 fee if canceled before January 25, 2019. 50% refund if canceled between January 25, 2019, and February 8, 2019. No refunds after February 8, 2019.		

February 26–March 1, 2019 — San Francisco, CA

		<u>Member Fee</u>	<u>Nonmember Fee</u>
February 26–28	Accounting Academy	\$900	\$1,200
February 26–March 1	Budget Analyst Training Academy	\$925	\$1,175

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

Cancellation dates: \$50 fee if cancelled before February 8, 2019.
50% refund if cancelled between February 8, 2019, and February 22, 2019.
No refunds after February 22, 2019.

March 2019 — Salt Lake City, UT

		<u>Member Fee</u>	<u>Nonmember Fee</u>
March 11	Enterprise Fund Accounting	\$370	\$550
March 11	Best Practices in Budgeting: Budget Monitoring	\$370	\$550
March 11–12	Investing Public Funds	\$580	\$790
March 12	Preparing a CAFR	\$370	\$550
March 12	Best Practices in Budgeting: Communicating the Budget	\$370	\$550
March 13–14	Intermediate Governmental Accounting	\$580	\$790
March 13–14	Capital Budgeting and Infrastructure Finance	\$580	\$790

Early Discount Deadline February 8, 2019

Cancellation dates: \$50 fee if canceled before February 22, 2019.
50% refund if canceled between February 22, 2019, and March 8, 2019.
No refunds after March 8, 2019.

March 26–28, 2019 — Chicago, IL

		<u>Member Fee</u>	<u>Nonmember Fee</u>
March 26–28	Accounting Academy	\$900	\$1,200

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

Cancellation dates: \$50 fee if cancelled before March 8, 2019.
50% refund if cancelled between March 8, 2019, and March 22, 2019.
No refunds after March 22, 2019.

April 2019 — Chicago, IL

		<u>Member Fee</u>	<u>Nonmember Fee</u>
April 1–2	Fiscal Sustainability	\$580	\$790
April 3	Strategic Planning	\$370	\$550
April 4–5	Managing the Budget Process	\$580	\$790

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

Cancellation dates: \$50 fee if canceled before March 15, 2019.
50% refund if canceled between March 15, 2019, and March 29, 2019.
No refunds after March 29, 2019.