Meeting your training needs and CPE requirements

Training opportunities
April-June 2017

Group-Live Course

Group Internet-Based Course

To learn more or register for any of these events, visit www.gfoa.org
As part of its mission of promoting the sound financial management of government resources, Government Finance Officers Association (GFOA) proudly sponsors a rich array of training opportunities for finance professionals who serve the needs of state, provincial, and local governments. GFOA training comes in a variety of forms (see below), suitable to learners at all levels (basic, intermediate, advanced), and all of which qualify participants to receive continuing professional education (CPE) credit. 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 a four- or five-day subject-intensive course.

■ **Internet-based seminars.** Enjoy the convenience of training at your desktop by viewing GFOA's one- or two-hour presentations.

■ **Web-streaming courses.** View training sessions using the latest video and audio streaming technology from the convenience of your computer.
Classes will be held at The Benson:
309 SW, Portland, Oregon 97205
$169 single/double plus 12.5% tax

Book early! Take advantage of the negotiated rate until March 11, 2017.

**Investing Public Funds**
- **Field of study:** Management Services
- **Prerequisites:** None
- **Course level:** Basic
- **CPE credits:** 8
- **Price:** $370 Active/Associate Member; $550 Nonmember
- **Time:** 8:30 am – 4:30 pm, (Pacific)

**Long-Term Financial Planning**
- **Field of study:** Finance
- **Prerequisites:** None
- **Course level:** Basic
- **CPE credits:** 16
- **Price:** $580 Active/Associate Member; $790 Nonmember
- **Time:** 8:30 am – 4:30 pm (Pacific), both days

**Evaluating Internal Controls**
- **Field of study:** Auditing (Governmental)
- **Prerequisites:** None
- **Course level:** Basic
- **CPE credits:** 8
- **Price:** $370 Active/Associate Member; $550 Nonmember
- **Time:** 8:30 am – 4:30 pm (Pacific)

**Accounting for Pensions and OPEB**
- **Field of study:** Accounting (Governmental)
- **Prerequisites:** Experience working in a local government
- **Course level:** Advanced
- **CPE credits:** 8
- **Price:** $370 Active/Associate Member; $550 Nonmember
- **Time:** 8:30 am – 4:30 pm (Pacific)
- **Note:** It is recommended that participants bring a copy of their CAFR to the course.

**Debt Management Best Practices**
- **Field of study:** Management Services
- **Prerequisites:** None
- **Course level:** Basic
- **CPE credits:** 16
- **Price:** $580 Active/Associate Member; $790 Nonmember
- **Time:** 8:30 am – 4:30 pm (Pacific), both days
APRIL 5-6  
**Budget Analyst Training Academy**  
Field of study: Finance  
Prerequisites: None  
Course level: Basic  
CPE credits: 30  
Price: $925 Active/Associate Member; $1,175 Nonmember  
8:30 am – 5:00 pm, Tuesday—Thursday;  
8:30 am – 1:00 pm, Friday (all times Pacific)  
It is recommended that participants bring a laptop or tablet to the course.

APRIL 6-7  
**Advanced Financial Reporting**  
Field of study: Accounting (Governmental)  
Prerequisites: Intermediate Governmental Accounting or a basic understanding of GAAP for state and local governments  
Course level: Advanced  
CPE credits: 16  
Price: $580 Active/Associate Member; $790 Nonmember  
8:30 am – 4:00 pm, Friday (all times Pacific)  
It is recommended that participants bring a copy of their CAFR to the course.

Classes will be held at The Hyatt Regency  
Newport Beach:  
1107 Jamboree Road, Newport Beach, CA 92660  
$158 single/double plus 13% tax  
Book early!  
Take advantage of the negotiated rate until April 3, 2017.

**Budget Analyst Training Academy**  
Field of study: Finance  
Prerequisites: None  
Course level: Basic  
CPE credits: 30  
Price: $925 Active/Associate Member; $1,175 Nonmember  
8:30 am – 5:00 pm, Tuesday—Thursday;  
8:30 am – 1:00 pm, Friday (all times Pacific)  
It is recommended that participants bring a laptop or tablet to the course.

For more information on what to do while in Portland, go to www.travelportland.com.

Newport Beach,  
California  
www.visitnewportbeach.com

For more information on what to do while in Newport Beach, go to www.visitnewportbeach.com.
GFOA’s preconference seminars provide an opportunity for attendees to get in-depth training on topics vitally important to finance officers. Come to Denver a day or two early and multiply the benefits you’ll get by signing up for these added training offerings.

Conference and preconference sessions will be held at the Colorado Convention Center
700 14th Street, Denver, Colorado 80202.

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.

For meals provided, see GFOA’s conference brochure at www.gfoa.org.

See next page for preconference seminar listings
**FasTracks Project Tour and Lessons Learned***

- **CPE credits:** 8
- **Course level:** Intermediate
- **Field of study:** Management Services

*This session is limited to the first 100 registrants.*

**Alliance for Excellence in School Budgeting**

- **CPE credits:** 8
- **Course level:** Intermediate
- **Field of study:** Finance

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**The Role of Leadership, Technology, and Finance in a Resilient Government**

- **CPE credits:** 4
- **Course level:** Intermediate
- **Field of study:** Management Services

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**Building Your Professional Network**

- **CPE credits:** 4
- **Course level:** Intermediate
- **Field of study:** Personal Development

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**Cost, Risk, and Customer Service: Managing an Effective Revenue Collection Function**

- **CPE credits:** 4
- **Course level:** Intermediate
- **Field of study:** Business Management and Organization

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**Personnel Budgeting**

- **CPE credits:** 4
- **Course level:** Intermediate
- **Field of study:** Finance

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**Essentials of Debt Issuance**

- **CPE credits:** 4
- **Course level:** Intermediate
- **Field of study:** Management Services

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**Managing Small Teams**

- **CPE credits:** 4
- **Course level:** Intermediate
- **Field of study:** Personal Development

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<thead>
<tr>
<th></th>
<th>Each Half Day</th>
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<tbody>
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<td>Government Member</td>
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**MAY 19**

8:30 am − 4:30 pm (Mountain)

**MAY 20**

8:30 am − 12:30 pm (Mountain)

**MAY 19**

1:00 pm − 5:00 pm (Mountain)

**MAY 20**

1:00 pm − 5:00 pm (Mountain)

There's Still Time to Register…
Continental breakfast and lunch are included with the group-live course registration fee. Lunch is only provided on full days.

Classes will be held at the Renaissance Columbus Downtown Hotel:
50 N. 3rd Street, Columbus, Ohio 43215
$115 single/double plus 17.5% tax
Book early!
Take advantage of the negotiated rate until June 4, 2017.

JUNE 26

**Accounting for Capital Assets**
Field of study: Accounting (Governmental)
Prerequisites: Intermediate Governmental Accounting or a basic understanding of GAAP for state and local governments
Course level: Basic
CPE credits: 8
Price: $370 Active/Associate Member; $550 Nonmember
8:30 am – 4:30 pm (Eastern)

It is recommended that participants bring a copy of their CAFR to the course.

JUNE 26

**Treasury Management Best Practices**
Field of study: Accounting (Governmental)
Prerequisites: Experience working in a local government
Course level: Intermediate
CPE credits: 8
Price: $370 Active/Associate Member; $550 Nonmember
8:30 am – 4:30 pm (Eastern)

JUNE 26-27

**Managing the Budget Process**
Field of study: Finance
Prerequisites: Either experience with a government budget process or upper level, non-financial management level staff from a government organization working closely with the budget
Course level: Advanced
CPE credits: 16
Price: $580 Active/Associate Member; $790 Nonmember
8:30 am – 4:30 pm (Eastern), both days
### Preparing a CAFR
- **Field of study:** Accounting (Governmental)
- **Prerequisites:** None
- **Course level:** Basic
- **CPE credits:** 8
- **Price:** $370 Active/Associate Member; $550 Nonmember
- **Dates and Times:** 8:30 am – 4:30 pm (Eastern)

> It is recommended that participants bring a copy of their CAFR to the course.

### Data Analysis
- **Field of study:** Finance
- **Prerequisites:** None
- **Course level:** Basic
- **CPE credits:** 16
- **Price:** $580 Active/Associate Member; $790 Nonmember
- **Dates and Times:** 8:30 am – 4:30 pm (Eastern), both days

### Advanced Financial Reporting
- **Field of study:** Accounting (Governmental)
- **Prerequisites:** Intermediate Governmental Accounting or a basic understanding of GAAP for state and local governments
- **Course level:** Advanced
- **CPE credits:** 16
- **Price:** $580 Active/Associate Member; $790 Nonmember
- **Dates and Times:** 8:30 am – 4:30 pm (Eastern), both days

> It is recommended that participants bring a copy of their CAFR to the course.

### Capital Budgeting and Infrastructure
- **Field of study:** Finance
- **Prerequisites:** Experience working in a local government
- **Course level:** Intermediate
- **CPE credits:** 16
- **Price:** $580 Active/Associate Member; $790 Nonmember
- **Dates and Times:** 8:30 am – 4:30 pm (Eastern), both days

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For more information on what to do while in Columbus, go to www.experiencecolumbus.com.
Pension Risk Management
Field of study: Management Services
Prerequisites: Basic understanding of public sector pension administration
Course level: Intermediate
CPE credits: 2
Price: $85 Active/Associate Member; $160 Nonmember
2:00 pm – 4:00 pm (Eastern)

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)

Overview of GFOA’s New Best Practices
Field of study: Management Services
Prerequisites: None
Course level: Basic
CPE credits: 2
Price: $85 Active/Associate Member; $160 Nonmember
2:00 pm – 4:00 pm (Eastern)

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.
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 by the time of the seminar. For more registration details, visit www.gfoa.org.

Please print or type:

Name ___________________________ Title ___________________________ Employer ___________________________
Address ___________________________ City ___________________________ State/Province ___________________________
E-mail Address ___________________________ Telephone ___________________________
Fax ___________________________
GFOA Membership Number ___________________________ Please Check One: □ Member □ Nonmember □ New Member □ Student
Seminar Title(s) ___________________________ Date ___________________________ Location ___________________________
Seminar Title(s) ___________________________ 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 $ ___________________________
See chart at right. Total $ ___________________________

Payment Information (Please Check One)
Please do not submit duplicate copies of this form.
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 to (312) 977-4806; or send to:
GFOA • 203 N. LaSalle St. • Suite 2700 • Chicago, IL 60601-1210
□ Amex □ Discover □ MasterCard □ Visa

P.O. No: ___________________________
GFOA Tax ID Number: 36-2167796

Seminar Length Member Nonmember
One day (8 CPE) $ 370 $ 550
Two days (16 CPE) $ 580 $ 790
Internet Training (2 CPE) — 120 minutes $ 85 $ 160
Immersion Course
Budget Academy (30 CPE) $ 925 $1,175

Please indicate any special needs:

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

Save with group discounts
Training Policies

GFOA offers the following ways to receive discounts:

**Early Registration:** Register early and receive a 10 percent discount. Please view the training registration form at [www.gfoa.org/search-for-training](http://www.gfoa.org/search-for-training) for deadline dates. 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. Certain seminars do not qualify for an early discount. Please visit [www.gfoa.org](http://www.gfoa.org) for complete policies.

**Groups:** If your organization registers three or more people 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. Certain seminars do not qualify for a group discount. For details regarding a particular training event, visit [www.gfoa.org](http://www.gfoa.org).

**Internet Training Groups:** Registration fee is per person. Group discounts are available. Early and/or student registration discounts do not apply to Internet training. 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. 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.

**New Members:** If you join GFOA at the same time that you register for a seminar, you may enroll at the lower member rate and receive an additional discount of $25. Include your membership fee with your registration payment. 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 the 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.

**Cancellation Policy:** Cancellation notices must be submitted 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](http://www.gfoa.org/search-for-training). On occasion, speakers are subject to change due to unforeseen circumstances. GFOA will attempt to notify attendees in advance by e-mail, phone, or via our website. We apologize in advance for any inconvenience this may cause our attendees.

**Continuing Professional Education (CPE) certificates:** Each participant will be mailed 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.

**Inquiries:** For information regarding administrative policies such as complaints and refunds, please contact the GFOA at training@gfoa.org or at 312-977-9700.
About GFOA
For over a century, GFOA has been dedicated to enhancing the professional management of governments for the public benefit. 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 GFOA to provide timely information, practical educational opportunities, high quality professional publications, and the latest information on best practices.

Become a member of 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 GFOA’s latest events, and to obtain detailed information on GFOA’s publications and products. If you are interested in becoming a GFOA member, please contact GFOA at membership@gfoa.org.

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