Who Will Benefit: This course is designed for new and intermediate analysts or others new to government looking to gain important budgeting skills and improve their understanding of the public-sector budget process and budgeting best practices.

Program Overview: This intensive three-and-a-half-day program is designed to provide participants with the necessary knowledge and skills to understand, impact, and improve the public-sector budgeting process. Knowledge gained in the academy will improve participants’ analytical, problem-solving, and communication abilities, and help them lead their organizations in making better use of resources.

Seminar Objectives:

- Understand the public-sector budget process, including budget preparation, budget adoption, and budget administration
- Understand the role of key stakeholders in the budget process
- Recognize the importance of overall alignment of the budget to focus resources on community needs
- Develop skills for long-term financial planning
- Learn how to develop and work with performance measures
- Become familiar with the link between the budget and basic accounting principles
- Understand key components of an effective budget process, including public participation, revenue forecasting, prioritization, performance measures, and service levels
- Understand how capital planning, position budgeting, and salary forecasting relate to the budget preparation process
- Hear what technologies are available for budget preparation
- Learn techniques for effective communication of budget and performance information
- Become familiar with tools and techniques used by governments to improve efficiency and effectiveness of services

Faculty: Please check www.gfoa.org for the faculty listing of GFOA staff and practitioners as it becomes available.

Recommended Reading:

- GFOA Budgeting Series (includes the following 7 titles)
  - Benchmarking and Measuring Debt Capacity (Volume 1)
  - Revenue Analysis and Forecasting (Volume 2)
  - Decision Tools for Budgetary Analysis (Volume 3)
  - Priority-Setting Models for Public Budgeting (Volume 4)
  - Organization and Design of an Effective Budget Function (Volume 5)
  - Cost Analysis and Activity-Based Costing for Government (Volume 6)
  - Capital Project Planning and Evaluation: Expanding the Role of the Finance Officer (Volume 8)
- Building a Better Budget Document (second edition)
- Financing the Future: Long-Term Financial Planning
- The State and Local Government Performance Management Sourcebook

To learn more, order online, or register for this event, visit www.gfoa.org.
For your convenience, the GFOA is offering this course two times:

- September 30 – October 3, 2014
- March 3 – 6, 2015

Program Information (Please Check One)

Program Schedule
Tuesday: Attendee check-in and distribution of course materials will take place from 12 noon – 1:00 p.m. The seminar hours will be 1:00 p.m. – 5:00 p.m. (Central Time)
Wednesday and Thursday: The seminar hours will be from 9:00 a.m. – 5:00 p.m. (Central Time)
Friday: The seminar hours will be from 9:00 a.m. – 1:00 p.m. (Central Time)

Program Location
The program will be held at the GFOA offices in Chicago, Illinois, at 203 North LaSalle Street, Suite 2700.

Hotel Information
Hyatt Place Chicago/River North, 66 West Illinois Street
Phone: 312-755-1600, Fax: 312-755-1601

September 2014 –
• Room Rate: Single/Double: $209 plus 16.4% tax (or prevailing government per diem)
• Based on availability, GFOA’s group rate (Budget Training Academy) is valid until September 8, 2014. 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.
• Reserve your room online at http://chicagorivernorth.place.hyatt.com/gfoa.html.
March 2015 –
• Room Rate: Single/Double: $186 plus 16.4% tax (or prevailing government per diem)
• Based on availability, GFOA’s group rate (GFOA Budget Accounting) is valid until February 9, 2015. 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.
• Reserve your room online at http://chicagorivernorth.place.hyatt.com/acad.html.

The Hyatt Place Chicago/River North is a short walk away from the GFOA Chicago offices—just North across the Chicago River. The hotel is within walking distance of the Chicago Transit Authority (CTA) Blue Line (O’Hare International Airport) or Orange Line (Midway International Airport). Depart the CTA station at Clark and Lake.

Please print or type
[ ] Indicate if you are faxing this form. Fax accepted only with credit card payment or purchase orders. Do not mail the original.

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.

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.

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

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

September Training: Requests for refunds received prior to September 12, 2014, will be levied a $50 administrative service charge. Requests for refunds received between September 12, 2014, and September 26, 2014, will be refunded 50 percent of the registration fees. No refunds will be granted after September 26, 2014.

March Training: Requests for refunds received prior to February 13, 2015, will be levied a $50 administrative service charge. Requests for refunds received between February 13, 2015, and February 27, 2015, will be refunded 50 percent of the registration fees. No refunds will be granted after February 27, 2015.

Substitutions (government entities only): A one-for-one substitution of a non-member 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 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) [ ] $735 Active/Associate GFOA Member [ ] $940 Nonmember
Registration Fee $_____

New Member Fee (Call 312-977-9700 for amount) $_____
Discount for Paid New Member ($-25.00) $_____

REGISTRATION TOTAL $_____

Publications

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>GFOA Budgeting Series (includes 7 titles)</td>
<td></td>
</tr>
<tr>
<td>(Members $125/Nonmembers $175)</td>
<td></td>
</tr>
<tr>
<td>Building a Better Budget Document (second edition)</td>
<td></td>
</tr>
<tr>
<td>(Members $45/Nonmembers $70)</td>
<td></td>
</tr>
<tr>
<td>Financing the Future: Long-Term Financial Planning for Local Government</td>
<td></td>
</tr>
<tr>
<td>(Members $40/Nonmembers $60)</td>
<td></td>
</tr>
<tr>
<td>The State and Local Government Performance Management Sourcebook</td>
<td></td>
</tr>
<tr>
<td>(Members $40/Nonmembers $60)</td>
<td></td>
</tr>
<tr>
<td>Purchasers from Illinois add 9.5%</td>
<td></td>
</tr>
<tr>
<td>Washington, D.C. add 6% sales tax (unless exempt)</td>
<td></td>
</tr>
<tr>
<td>Add handling charge (for all billed orders)</td>
<td>$8.00</td>
</tr>
<tr>
<td>Add shipping charge, if applicable</td>
<td></td>
</tr>
</tbody>
</table>

PUBLICATION TOTAL $_____

Full-time students and bookstores receive a 25 percent discount on all products, unless otherwise noted.

Shipping
Unless otherwise specified, all merchandise will be shipped via UPS Ground at no additional charge to the purchaser. Please allow 5-10 business days for delivery. The following alternative shipping methods are available on request and will be billed to the purchaser:
[ ] Next-day UPS  [ ] 2-day UPS  [ ] 3-day UPS Select  [ ] Other (please specify)

Payment Information (Please Check One)

- 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 • 3076 Eagle Way • Chicago, IL 60678-1030
- Payment by credit card: scan and e-mail the form to training@gfoa.org; 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: _______________________________________
[ ] Bill Me. (Scan and e-mail it to: training@gfoa.org or fax: (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: __________________________