



**New
Schedule**

Budget Analyst Training Academy

September 27 – 30, 2016

The course will meet Tuesday through Thursday, 8:30 a.m. – 4:30 p.m.,
and Friday, 8:30 a.m. – 2:30 p.m.

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

30 CPE Credits

**Classes will be held at the GFOA's offices:
203 N. LaSalle Street, Suite 2700, Chicago, Illinois 60601-1210**



**GROUP-LIVE
COURSE**

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: The GFOA *Budget Academy* is an immersion training course that focuses on skills and techniques critical to public-sector budget analysts. Using a combination of exercises, discussions, and lectures, the course will provide an overview of the budget development process, including best practices and techniques required in effective budgeting. This course covers essential elements of public-sector budgeting such as goal setting, program development, revenue and expense analysis, position budgeting, capital budgeting, and more. Designed for budget analysts from both small and large organizations, this course will provide critical information for new analysts and allow veteran analysts an opportunity to hone their skills.

Seminar Objectives:

- Understand the public-sector budget process
- Develop skills for basic forecasting and data analysis
- Understand basic accounting principles and how they relate to the budget
- Learn how to work with operating departments to develop goals and budget requests
- Become familiar with position budgeting and salary projections for public-sector organizations
- Link capital and operating budgets
- Understand how to budget for grant-funded programs
- Gain an understanding of the basics of rate setting and internal service charges
- Understand how to present budget information
- Network with peers from other organizations

Faculty:

Michelle Casciato, Director, Office of Management & Budget, Prince William County, Virginia

John Fishbein, Senior Program Manager, GFOA, Chicago, Illinois

Stephen J. Gauthier, Director, Technical Services Center, GFOA, Chicago, Illinois

Amelia Merchant, Director of Management and Budget, City of Roanoke, Virginia

John Ruggini, Finance Director, City of Wauwatosa, Wisconsin

William Stafford, Chief Financial Officer, Evanston Township High School District, Illinois

To learn more or register for this event, visit www.gfoa.org.



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New Program Schedule

Tuesday through Thursday: Attendee check-in and distribution of course materials will take place from 8:00 a.m. to 8:30 a.m. on Tuesday. The seminar hours will be 8:30 a.m. – 4:30 p.m. (Central) Tuesday through Thursday.

Friday: The seminar hours will be from 8:30 a.m. to 2:30 p.m. (Central)

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

- Room Rate: Single/Double: \$212 at the current government rate plus 16.4% tax (or prevailing government per diem)
• Based on availability, GFOA's group rate (Budget Training Academy) is valid until August 25, 2016. 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/chizdggovf2016.html or by calling 888-735-2978.

It's Easy to Get Here

The 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. 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.

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.



National Registry of CPE Sponsors
150 Fourth Avenue North • Suite 700
Nashville, TN 37219-2417
www.nasba.org

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 9, 2016, will be levied a \$50 administrative service charge. Requests for refunds received between September 9, 2016, and September 23, 2016, will be refunded 50 percent of the registration fees. No refunds will be granted after September 23, 2016.

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.

(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

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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: _____



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