Training opportunities
January-March 2018

Meeting your training needs and CPE requirements

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 computer 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.
Continental breakfast and lunch are included with the group-live course registration fee. Lunch is only provided on full days.

For more details, early and group discount information, and to register, visit www.gfoa.org

For further study, check out course recommended reading and other GFOA publications on the website.
Classes will be held at the Hyatt Regency Newport Beach:
1107 Jamboree Road, Newport Beach, California 92660
Single/Double: $175 plus 13% tax
Book early! Take advantage of the negotiated rate until December 15, 2017.

**Group-Live Courses**

**Newport Beach, California**

www.visitnewportbeach.com

**JANUARY 8**  
**Budgeting Best Practices: Personnel Budgeting**  
Field of study: Finance  
Prerequisites: Experience and knowledge in local government budgeting  
Course level: Intermediate  
CPE credits: 8  
Price: $370 Active/Associate Member; $550 Nonmember  
8:30 am – 4:30 pm (Pacific)

**JANUARY 9**  
**Accounting for Pensions and Other Postemployment Benefits**  
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  
8:30 am – 4:30 pm (Pacific)

**JANUARY 9**  
**Budgeting Best Practices: Government Fees and User Charges**  
Field of study: Finance  
Prerequisites: Experience with a local government budget process  
Course level: Intermediate  
CPE credits: 8  
Price: $370 Active/Associate Member; $550 Nonmember  
8:30 am – 4:30 pm (Pacific)

**JANUARY 9-10**  
**ERP Implementation and Technology Governance**  
Field of study: Management Services  
Prerequisites: Work for an organization that is planning an ERP implementation or anticipates being involved in an ERP implementation in the future  
Course level: Intermediate  
CPE credits: 16  
Price: $580 Active/Associate Member; $790 Nonmember  
8:30 am – 4:30 pm (Pacific), both days
JANUARY 10
Enterprise Fund Accounting
Field of study: Accounting (Governmental)
Prerequisites: Basic understanding of private-sector accounting and financial reporting
Course level: Intermediate CPE credits: 8
Price: $370 Active/Associate Member; $550 Nonmember
8:30 am – 4:30 pm (Pacific)

JANUARY 10-11
Long-Term Financial Planning
Field of study: Finance
Prerequisites: None Course level: Basic
CPE credits: 16
Price: $580 Active/Associate Member; $790 Nonmember
8:30 am – 4:30 pm (Pacific), both days

JANUARY 11-12
Intermediate Governmental Accounting
Field of study: Accounting (Governmental)
Prerequisites: Basic understanding of private-sector accounting and financial reporting
Course level: Intermediate CPE credits: 16
Price: $580 Active/Associate Member; $790 Nonmember
8:30 am – 4:30 pm, Thursday
8:00 am – 4:00 pm, Friday (all times Pacific)
It is recommended that participants bring a copy of their CAFR to the course. The material in this course is incorporated into GFOA’s Accounting Academy so individuals who have attended/plan to attend the Accounting Academy should not enroll in this seminar.

For information on what to do during your stay, go to www.visitnewportbeach.com.

Orange County, California
www.visittheoc.com

The Budget Analyst Training Academy will be held at the Hyatt Regency Orange County:
11999 Harbor Boulevard, Garden Grove, California 92840
Single/Double $173 plus 14.5% tax & 2.5%

Book early! Take advantage of the negotiated rate until January 15, 2018.

SPACE IS LIMITED
FEBRUARY 6-9
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 information on what to do during your stay, go to www.visittheoc.com.
Budgeting Best Practices: Program Budgeting and Activity Costing
Field of study: Finance
Prerequisites: Basic understanding of the budgeting process
Course level: Intermediate  CPE credits: 8
Price: $370 Active/Associate Member; $550 Nonmember
8:30 am – 4:30 pm (Central)

Advanced Governmental Accounting
Field of study: Accounting (Governmental)
Prerequisites: Accounting and financial reporting professionals with at least two years of governmental experience, or who have attended GFOA’s Intermediate Governmental Accounting seminar or an equivalent program
Course level: Advanced  CPE credits: 16
Price: $580 Active/Associate Member; $790 Nonmember
8:30 am – 4:30 pm (Central), both days
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
8:30 am – 4:30 pm (Central), both days

Budgeting Best Practices: Communicating the Budget
Field of study: Finance
Prerequisites: Experience and knowledge in local government budgeting
Course level: Intermediate  CPE credits: 8
Price: $370 Active/Associate Member; $550 Nonmember
8:30 am – 4:30 pm (Central)

Preparing a CAFR
Field of study: Accounting (Governmental)
Prerequisites: Accounting and financial reporting professionals with at least two years of experience, or who have attended GFOA’s Intermediate Governmental Accounting seminar or an equivalent program
Course level: Intermediate  CPE credits: 8
Price: $370 Active/Associate Member; $550 Nonmember
8:30 am – 4:30 pm (Central)
It is recommended that participants bring a copy of their CAFR to the course.

Classes will be held at the Hilton Garden Inn Austin Downtown:
500 N. Interstate 35 Frontage Road, Austin, Texas 78701
Single/Double: $173 plus 12.5% tax

Book early! Take advantage of the negotiated rate until January 19, 2018.

FEBRUARY 12
FEBRUARY 12-13
FEBRUARY 13
FEBRUARY 14

Austin, Texas
www.austintexas.org
For more information on what to do during your stay, go to www.austintexas.org.

Chicago, Illinois
www.choosechicago.com

Classes will be held at GFOA’s offices:
203 North LaSalle Street, Suite 2700, Chicago, Illinois 60601-1210

Reserve your room at Hyatt Place Chicago River North,
66 West Illinois Street, Chicago, Illinois 60654

Government per diem rate for single-double plus 13.5% tax

Book early! Take advantage of the negotiated rate until February 2, 2018.

Treasury Management Best Practices
Field of study: Finance
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 (Central)

Enterprise Fund Accounting
Field of study: Accounting (Governmental)
Prerequisites: Basic understanding of private-sector accounting and financial reporting
Course level: Intermediate CPE credits: 8
Price: $370 Active/Associate Member; $550 Nonmember
8:30 am – 4:30 pm (Central)

It is recommended that participants bring a copy of their enterprise fund’s or stand-alone business-type activity’s CAFR (or a copy of its audited financial statements if the entity does not yet prepare and issue a CAFR).

Accounting Academy: An Intensive Introduction to Governmental Accounting, Auditing, and Financial Reporting
Field of study: Accounting (Governmental)
Prerequisites: Experience working in a local government
Course level: Intermediate CPE credits: 32
Price: $1,100 Active/Associate Member; $1,500 Nonmember
1:00 pm – 5:00 pm, Monday
8:30 am – 4:30 pm, Tuesday—Thursday
8:00 am – 12:00 pm, Friday (all times Central)

For more information on what to do during your stay, go to www.choosechicago.com.
Classes will be held at the Bahia Mar Beach DoubleTree:
801 Seabreeze Boulevard, Fort Lauderdale, Florida 33316
Single at $219 or Double at $229, plus 13% tax

**Book early!** Take advantage of the negotiated rate until February 16, 2018.

**Strategic Planning**
*Field of study:* Management Advisory Services  
*Prerequisites:* Experience working in a local government  
*Course level:* Advanced  
*CPE credits:* 8  
*Price:* $370 Active/Associate Member; $550 Nonmember  
8:30 am – 4:30 pm (Eastern)

**Advanced Governmental Accounting**
*Field of study:* Accounting (Governmental)  
*Prerequisites:* Accounting and financial reporting professionals with at least two years of governmental experience, or who have attended GFOA’s *Intermediate Governmental Accounting* seminar or an equivalent program  
*Course level:* Advanced  
*CPE credits:* 16  
*Price:* $580 Active/Associate Member; $790 Nonmember  
8:30 am – 4:30 pm (Eastern), both days  
*It is recommended that participants bring a copy of their CAFR to the course.*

**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

**Investing Public Funds**
*Field of study:* Finance  
*Prerequisites:* Past experience or basic knowledge of public-sector investing  
*Course level:* Intermediate  
*CPE credits:* 16  
*Price:* $580 Active/Associate Member; $790 Nonmember  
8:30 am – 4:30 pm (Eastern), both days
Enterprise Fund Accounting
Field of study: Accounting (Governmental)
Prerequisites: Basic understanding of private-sector accounting and financial reporting
Course level: Intermediate
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 enterprise fund’s or stand-alone business-type activity’s CAFR (or a copy of its audited financial statements if the entity does not yet prepare and issue a CAFR).

Investing for Pension Funds
Field of study: Management Services
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)

ERP Readiness and System Selection
Field of study: Management Services
Prerequisites: Currently working at an organization planning for or considering an ERP project
Course level: Intermediate
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: Accounting and financial reporting professionals with at least two years of experience, or who have attended GFOA’s Intermediate Governmental Accounting seminar or an equivalent program
Course level: Intermediate
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.

Pension and Benefit Administration Best Practices
Field of study: Management Services
Prerequisites: Experience working in a local government and basic understanding of pension and benefit offerings
Course level: Intermediate
CPE credits: 16
Price: $580 Active/Associate Member; $790 Nonmember
8:30 am – 4:30 pm (Eastern), both days

For information on what to do during your stay, go to www.sunny.org.
Lessons Learned in Online Financial Transparency
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)

Rating Agency Update and Market Overview for Debt
Field of study: Finance  
Prerequisites: Past experience with and basic knowledge of public-sector debt management  
Course level: Intermediate  
CPE credits: 2  
Price: $85 Active/Associate Member; $160 Nonmember  
2:00 pm – 4:00 pm (Eastern)

Cloud Technology and the Finance Officer
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)

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)

Course times are subject to change.  
Visit www.gfoa.org for the latest schedule.
Considerations for Purchasing Financial Services
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)

Presentation of the Capital Budget
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)

CPE credits for Internet training seminars are based on a 50-minute hour.

Register today for GFOA’s 112th Annual Conference
May 6-9, 2018!
America’s Center Convention Complex
St. Louis, Missouri

Go to the “Annual Conference” tab at www.gfoa.org to access the conference brochure and registration form, sign up for preconference seminars, learn about how to apply for a first-time annual conference attendee scholarship, reserve your room in GFOA’s official hotel block, and sign up for tours. Take advantage of early and group discounted rates!

Don’t Miss GFOA’s Preconference Seminars:

May 4  • Alliance for Excellence in School Budgeting Spring Conference
  • Leadership from the Finance Office: Building Skills for Communication and Teamwork
  • Best Practices in Planning and Budgeting for Capital Projects
  • Leadership from the Finance Office: Negotiation Workshop

May 5  • Debt Management
  • Establishing an Investment Program
  • Leadership from the Finance Office: Disaster Planning and Organizational Resilience
  • Accounting for a Disaster
  • Health Care Procurement in the Current Environment

Register at www.gfoa.org.
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)
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

Name on Card:
Account Number:
Exp. Date: _____/_____/_____ (Mandatory) 
Signature:

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:
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
Accounting Academy (32 CPE) $1,100 $1,500
Budget Academy (30 CPE) $ 925 $1,175
Web-Streaming Events
2nd Annual Better Budgeting (4 CPE) $ 180 $ 195
(Active Govt.) (Govt.)
$ 215 $ 245
(Private Sector) (Private Sector)
22nd Annual Governmental GAAP Update (4 CPE) $ 180 $ 195
(Active Govt.) (Govt.)
$ 215 $ 245
(Private Sector) (Private Sector)

Please indicate any special needs:

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 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 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.

**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.

**Web-Streaming Events:** Go to www.gfoa.org for the Second Annual Better Budgeting and 22nd Annual Governmental GAAP Update brochures, which detail early and group discounts specific to each program as well as information about substitutions and cancellations.

**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. 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 GFOA at training@gfoa.org or at 312-977-9700.
About GFOA
For over a century, GFOA has been dedicated to promoting excellence in state and local government financial management. 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 GFOA’s 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.

Connect with GFOA
@GFOA (#GFOA and #GFOA2018)
@GFOAJobs
@chrisgfoa
GFOA Members Group
GFOA of the US & Canada
Government Finance Officers Association (GFOA)

National Registry of CPE Sponsors
150 4th Avenue North, Suite 700
Nashville, Tennessee 37219-2417
www.nasba.org

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

To learn more and to register for these courses, go to
www.gfoa.org