



**Government Finance Officers Association
Training Seminars Registration Form
August 2015 – April 2016**

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 the GFOA

Purchase Order Number _____ (scan and 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. The GFOA will attempt to notify attendees in advance via e-mail, phone, or via our 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 mailed together and paid with one check or invoice.

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: 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 in writing to (312) 977-4806 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.

August 2015 — Minneapolis, MN

___ Advanced Governmental Accounting	\$ _____
___ Advanced Financial Reporting	\$ _____
___ Debt Management for Frequent Issuers	\$ _____
___ Investing Public Funds	\$ _____

September 2015 — Sacramento, CA

___ Accounting for Capital Assets	\$ _____
___ Evaluating Internal Controls	\$ _____
___ Accounting for Pension & OPEB	\$ _____
___ Advanced Financial Reporting	\$ _____
___ Economic Development	\$ _____
___ Long-Range Financial Planning	\$ _____
___ Forecasting and Data Analysis	\$ _____

September 2015 – Chicago, IL

___ Budget Analyst Training Academy	\$ _____
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September 2015 — Desktop

___ Accounting and Disclosure for Investments	\$ _____
___ Preparing a Banking Services RFP	\$ _____

October 2015 — Phoenix, AZ

___ Evaluating Internal Controls	\$ _____
___ Preparing a CAFR	\$ _____
___ Intermediate Governmental Accounting	\$ _____
___ Capital Budgeting & Infrastructure Finance	\$ _____
___ Best Practices and Effective Budget Presentation	\$ _____
___ Advanced Treasury Management	\$ _____

October 2015 — Desktop

___ Risk Management for Treasury Operations	\$ _____
___ How to Use Charts and Tables to Enhance a Budget Document	\$ _____

November 5, 2015 – Live-Streaming Event

___ 20th Annual Governmental GAAP Update	\$ _____
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November 2015 – Chicago, IL

___ Enterprise Fund Accounting	\$ _____
___ Accounting for Pensions and Other Postemployment Benefits	\$ _____
___ Advanced Governmental Accounting	\$ _____
___ Budgeting Best Practices	\$ _____
___ Banking Services	\$ _____

December 2015 — San Antonio, TX

___ Evaluating Internal Controls	\$ _____
___ Accounting for Pensions and Other Postemployment Benefits	\$ _____
___ Advanced Financial Reporting	\$ _____
___ Best Practices in Debt Management	\$ _____
___ Managing the Budget Process	\$ _____
___ ERP Implementation & Technology Governance	\$ _____

December 3, 2015 – Live-Streaming Event

___ 20th Annual Governmental GAAP Update	\$ _____
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December 2015 — Desktop

___ Building a Better Budget Document	\$ _____
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January 2016 — Orange County, CA

___ Intermediate Governmental Accounting	\$ _____
___ Advanced Governmental Accounting	\$ _____
___ Best Practices in Treasury Management	\$ _____
___ Funding for Pension and OPEB	\$ _____
___ Strategic Planning	\$ _____
___ Managing the Budget Process	\$ _____

January 2016 — Desktop

___ Rating Agency Outlook for the Year	\$ _____
___ Accounting and Disclosure for Debt	\$ _____

February 2016 — Fort Lauderdale, FL

- ___ Evaluating Internal Controls \$_____
- ___ Accounting for Pensions and Other Postemployment Benefits \$_____
- ___ Advanced Financial Reporting \$_____
- ___ ERP Readiness and System Selection \$_____
- ___ Financial Policies \$_____

February 2016 — Desktop

- ___ Understanding Public Private Partnerships \$_____
- ___ The New Accounting for Pension and OPEB \$_____

March 2016 — Denver, CO

- ___ Accounting for Pensions and Other Postemployment Benefits \$_____
- ___ Preparing a CAFR \$_____
- ___ Intermediate Governmental Accounting \$_____
- ___ Investing Public Funds \$_____
- ___ Best Practices & Effective Budget Presentation \$_____

March 2016 — Desktop

- ___ Using Excel in Forecasting \$_____
- ___ How to Report and Understand Fund Balance and Net Position \$_____

April 2016 — Seattle, WA

- ___ Intermediate Governmental Accounting \$_____
- ___ Advanced Governmental Accounting \$_____
- ___ Capital Budgeting and Infrastructure Finance \$_____
- ___ Forecasting and Data Analysis \$_____
- ___ Accounting for Capital Assets \$_____

April 2016 — Desktop

- ___ Understanding Internal Control \$_____
- ___ Best Practices in Budgeting and Fiscal Policy \$_____

**May 2016 — Toronto, ON
110th GFOA Annual Conference**

Registration opens late fall 2015



**Government Finance Officers Association Training Seminars
August 2015– April 2016**

**August 2015
Minneapolis, MN**

		<u>Mbr</u>	<u>Nonmbr</u>
August 18-19	Advanced Governmental Accounting	\$580	\$790
August 19	Debt Management for Frequent Issuers	\$370	\$550
August 20-21	Advanced Financial Reporting	\$580	\$790
August 20	Investing Public Funds	\$370	\$550

Early discount deadline: July 17, 2015

Cancellation dates: \$50 fee if cancelled before July 31, 2015.
50% refund if cancelled between July 31, 2015, and August 14, 2015.
No refunds after August 14, 2015.

**September 2015
Sacramento, CA**

		<u>Mbr</u>	<u>Nonmbr</u>
August 31	Accounting for Capital Assets	\$370	\$550
August 31	Economic Development	\$370	\$550
September 1	Accounting for Pensions & OPEB	\$370	\$550
September 1-2	Long-Range Financial Planning	\$580	\$790
September 2	Evaluating Internal Controls	\$370	\$550
September 3-4	Advanced Financial Reporting	\$580	\$790
September 3-4	Forecasting and Data Analysis	\$580	\$790

Early discount deadline: July 31, 2015

Cancellation dates: \$50 fee if cancelled before August 14, 2015.
50% refund if cancelled between August 14, 2015, and August 28, 2015.
No refunds after August 28, 2015.

**September 2015
Chicago, IL**

		<u>Mbr</u>	<u>Nonmbr</u>
September 15-18	Budget Analyst Training Academy	\$735	\$940

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

Cancellation dates: \$50 fee if cancelled before August 28, 2015
50% refund if cancelled between August 28, 2015, and September 11, 2015.
No refunds after September 11, 2015.

**September 2015
Desktop Training**

		<u>Mbr</u>	<u>Nonmbr</u>
September 10	Accounting and Disclosure for Investments	\$85	\$160
September 30	Preparing a Banking Services RFP	\$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 the 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 the GFOA.

October 2015 Phoenix, AZ

		<u>Mbr</u>	<u>Nonmbr</u>
October 5-6	Best Practices and Effective Budget Presentation	\$580	\$790
October 6	Evaluating Internal Controls	\$370	\$550
October 6-7	Capital Budgeting and Infrastructure Finance	\$580	\$790
October 7	Preparing a CAFR	\$370	\$550
October 8-9	Intermediate Governmental Accounting	\$580	\$790
October 8-9	Advanced Treasury Management	\$580	\$790

Early discount deadline: September 4, 2015

Cancellation dates: \$50 fee if cancelled before September 18, 2015.

50% refund if cancelled between September 18, 2015, and October 2, 2015.

No refunds after October 2, 2015.

October 2015 Desktop Training

		<u>Mbr</u>	<u>Nonmbr</u>
October 14	Risk Management for Treasury Operations	\$85	\$160
October 15	How to Use Charts and Tables to Enhance a Budget Document*	\$35	\$50

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 the 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 the GFOA.

*Cancellation policy (1 hour sessions):

No group discounts available.

No refunds will be issued. A one-for-one substitution (for Government entities only) will be accepted until five business days before the event date.

November 2015 Desktop Training: Live-Streaming Event

November 5	20 th Annual Governmental GAAP Update	Full Registration Fee
		Active gov't member - \$180
		Member private sector - \$215
		Nonmember gov't - \$195
		Nonmember private sector -\$245

Fees are per person, not per group.

Early discount deadline: October 2, 2015

Group Discounts: Discounts are available for 3-10 people, 11-20 people, 21-40 people, 41-75 people, 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 the GFOA. All cancellations received before October 30, 2015, will incur a \$20 administrative fee. No refunds will be issued after that date.

November 2015 Chicago, IL

		<u>Mbr</u>	<u>Nonmbr</u>
November 9	Accounting for Pension and OPEB	\$370	\$550
November 10	Enterprise Fund Accounting	\$370	\$550
November 12-13	Advanced Governmental Accounting	\$580	\$790
November 16-17	Banking Services	\$580	\$790
November 18-19	Budgeting Best Practices	\$580	\$790

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

Classes the Week of November 9

\$50 fee if cancelled before October 23, 2015

50% refund if cancelled between October 23, 2015, and November 6, 2015.

No refunds after November 6, 2015.

Classes the Week of November 16

\$50 fee if cancelled before October 30, 2015

50% refund if cancelled between October 30, 2015, and November 13, 2015.

No refunds after November 13, 2015.

December 2015 Desktop Training: Live-Streaming Event

December 3	20 th Annual Governmental GAAP Update	Full Registration Fee
		Active gov't member - \$180
		Member private sector - \$215
		Nonmember gov't - \$195
		Nonmember private sector - \$245

Fees are per person, not per group.

Early discount deadline: November 6, 2015

Group Discounts: Discounts are available for 3-10 people, 11-20 people, 21-40 people, 41-75 people, 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 the GFOA. All cancellations received before November 27, 2015, will incur a \$20 administrative fee.
No refunds will be issued after that date.

December 2015 San Antonio, TX

		<u>Mbr</u>	<u>Nonmbr</u>
December 7-8	Best Practices in Debt Management	\$580	\$790
December 8	Accounting for Pension & OPEB	\$370	\$550
December 8-9	ERP Implementation and Technology Governance	\$580	\$790
December 9	Evaluating Internal Controls	\$370	\$550
December 9-10	Managing the Budget Process	\$580	\$790
December 10-11	Advanced Financial Reporting	\$580	\$790

Early discount deadline: November 7, 2015

Cancellation dates: \$50 fee if cancelled before November 21, 2015.

50% refund if cancelled between November 21, 2015, and December 5, 2015.

No refunds after December 5, 2015.

December 2015 Desktop Training

		Mbr	Nonmbr
December 8	Building a Better Budget Document	\$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 the 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 the GFOA.

January 2016 Orange County, CA

		<u>Mbr</u>	<u>Nonmbr</u>
January 11-12	Best Practices in Treasury Management	\$580	\$790
January 12	Strategic Planning	\$370	\$550
January 12-13	Intermediate Governmental Accounting	\$580	\$790
January 13-14	Funding for Pension and OPEB	\$580	\$790
January 13-14	Managing the Budget Process	\$580	\$790
January 14-15	Advanced Governmental Accounting	\$580	\$790

Early discount deadline: December 11, 2015

Cancellation dates: \$50 fee if cancelled before December 24, 2015.

50% refund if cancelled between December 24, 2015, and January 8, 2016.

No refunds after January 8, 2016.

January 2016 Desktop Training

		Mbr	Nonmbr
January 20	Rating Agency Outlook for the Year	\$85	\$160
January 21	Accounting and Disclosure for Debt	\$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 the 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 the GFOA.

February 2016 Fort Lauderdale, FL

		<u>Mbr</u>	<u>Nonmbr</u>
February 8-9	Financial Polices	\$580	\$790
February 9	Accounting for Pension and OPEB	\$370	\$550
February 10	Evaluating Internal Controls	\$370	\$550
February 10-11	ERP Readiness and System Selection	\$580	\$790
February 11-12	Advanced Financial Reporting	\$580	\$790

Early discount deadline: January 8, 2016

Cancellation dates: \$50 fee if cancelled before January 22, 2016.

50% refund if cancelled between January 22, 2016, and February 5, 2016.

No refunds after February 5, 2016.

February 2016 Desktop Training

		<u>Mbr</u>	<u>Nonmbr</u>
February 17	Understanding Public Private Partnerships	\$85	\$160
February 24	The New Accounting for Pensions 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 the 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 the GFOA.

March 2016 Denver, CO

		<u>Mbr</u>	<u>Nonmbr</u>
March 7-8	Best Practices and Effective Budget Presentation	\$580	\$790
March 8	Accounting for Pension and OPEB	\$370	\$550
March 9	Preparing a CAFR	\$370	\$550
March 9	Investing Public Funds	\$370	\$550
March 10-11	Intermediate Governmental Accounting	\$580	\$790

Early discount deadline: February 5, 2016

Cancellation dates: \$50 fee if cancelled before February 19, 2016.
50% refund if cancelled between February 19, 2016, and March 4, 2016.
No refunds after March 4, 2016.

March 2016 Desktop Training

		<u>Mbr</u>	<u>Nonmbr</u>
March 16	Using Excel in Forecasting	\$85	\$160
March 23	How to Report and Understand Fund Balance and Net Position	\$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 the 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 the GFOA.

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

April 2016 Seattle, WA

		<u>Mbr</u>	<u>Nonmbr</u>
April 4	Accounting for Capital Assets	\$370	\$550
April 5-6	Intermediate Governmental Accounting	\$580	\$790
April 5-6	Capital Budgeting and Infrastructure Finance	\$580	\$790
April 7-8	Advanced Governmental Accounting	\$580	\$790
April 7-8	Forecasting and Data Analysis	\$580	\$790

Early discount deadline: March 4, 2016

Cancellation dates: \$50 fee if cancelled before March 18, 2016.
50% refund if cancelled between March 18, 2016, and April 1, 2016.
No refunds after April 1, 2016.

April 2016 *Desktop Training*

		Mbr	Nonmbr
April 13	Understanding Internal Controls	\$85	\$160
April 14	Best Practices in Budgeting and Fiscal Policy	\$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 the 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 the GFOA.

May 2016 *Toronto, ON*

May 22-25 110th Annual Conference –
Registration opens late fall 2015

