



Government Finance Officers Association

NATIONAL TRAINING

PORTLAND
OREGON

April 23 – 27, 2012



Earn CPE credits

REGISTER TODAY

For additional information and
to register online visit

www.gfoa.org

TRAINING COURSES

April 23, 2012 Group-live course 

Accounting and Financial Reporting for Capital Assets


Price: \$370 Active/Associate Member
\$550 Nonmember

Time: 9:00 a.m. – 5:00 p.m. Pacific

Course level: Basic

8
CPE
CREDITS

The course will furnish participants with the basic information needed to properly account for capital assets and report them in financial statements prepared in conformity with generally accepted accounting principles (GAAP).

April 23 – 24, 2012 Group-live course 

Best Practices & Effective Budget Presentation

Price: \$580 Active/Associate Member
\$790 Nonmember

Time: 9:00 a.m. – 5:00 p.m. Pacific

Course level: Intermediate

16
CPE
CREDITS

This course will provide participants with the opportunity to acquire hands-on, practical advice on how to implement best practices in budgeting and improve the effectiveness of a state or local government's budget document. Numerous examples are drawn from governmental budget documents to show best practices and how to present in an effective manner.

April 24, 2012 Group-live course 

Preparing a CAFR

Price: \$370 Active/Associate Member
\$550 Nonmember

Time: 9:00 a.m. – 5:00 p.m. Pacific

Course level: Intermediate

Prerequisite: *Intermediate Governmental Accounting* or equivalent

8
CPE
CREDITS

Participants will examine the format and contents of a CAFR prepared in accordance with both generally accepted accounting principles (GAAP) and the program requirements of GFOA's Certificate of Achievement for Excellence in Financial Reporting Program. Note: This program is an abbreviated form of GFOA's two and one-half day seminar on *Advanced Financial Reporting*.

The classes will take place at:
Doubletree by Hilton

10 percent discount when you register and pay in full by March 23, 2012

10 percent group discount for 3 or more registrants
(Registrations must be submitted together and paid with one check or invoice.)

\$25 discount for paid new member

April 25, 2012 Group-live course 

Best Practices in Debt Management: An Overview

Price: \$370 Active/Associate Member
\$550 Nonmember

Time: 9:00 a.m. – 5:00 p.m. Pacific

Course level: Basic

8
CPE
CREDITS

This course will focus on GFOA Best Practices and Advisories that have been developed to assist governments make appropriate decisions about their debt issuance and management practices and procedures, and to be in compliance with the constantly evolving rules and regulations that govern the municipal securities market. Numerous GFOA best practices will be highlighted in a variety of areas, including: the importance of aligning debt with the details of the government's capital improvement plan; developing a debt policy; selecting finance professionals; choosing the right debt instruments; competitive versus negotiated sales; cautions regarding derivatives and some taxable bonds; issuer disclosure responsibilities; and understanding refundings. Each of these important topics will use the GFOA's Best Practices, Advisories, and Checklists, that are designed to give finance officers a better understanding of the unique requirements of debt management and tax and securities law requirements.

April 25 – 27, 2012 Group-live course 

Intermediate Governmental Accounting

Price: \$685 Active/Associate Member
\$865 Nonmember

Time: 9:00 a.m. – 5:00 p.m. Pacific (April 25, 26)
8:00 a.m. – 11:30 a.m. Pacific (April 27)

Course level: Intermediate

20
CPE
CREDITS

This course is designed to provide participants with a solid working knowledge of the specialized accounting and financial reporting used for state and local governments. Emphasis is placed throughout on differences between private- and public-sector theory and practice. Note: This course covers material already substantially covered in the GFOA's *Accounting Academy: An Intensive Introduction to Governmental Accounting, Auditing, and Financial Reporting*.

April 26, 2012 Group-live course 

Developing and Implementing Financial Policies for the New Normal

Price: \$370 Active/Associate Member
\$550 Nonmember

Time: 9:00 a.m. – 5:00 p.m. Pacific

Course level: Basic

8
CPE
CREDITS

In changing times, financial policies provide a touchstone for management decision making and operations. They clarify governing body intent and create a shared understanding between officials and staff of financial direction and of how finances will be managed. The course will identify key topics every government needs to address in their policies and prepare attendees to lead the development of financial policies in their own organizations. Case studies of policy implementation and examples of how governments monitor policies for compliance will also be presented. GFOA's upcoming new book on financial policies will also be referenced in the course.

REGISTRATION

PARTICIPANT

Name: _____

Title: _____

Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: (Required) _____

Check box to indicate if you are substituting for an active government member

Active Member #: _____

Active Member Name: _____

COURSE

April 23, 2012

**Accounting and Financial
Reporting for Capital Assets**

GFOA Member: \$370 \$ _____

Nonmember: \$550 \$ _____

April 23 – 24, 2012

**Best Practices & Effective
Budget Presentation**

GFOA Member: \$580 \$ _____

Nonmember: \$790 \$ _____

April 24, 2012

Preparing a CAFR

GFOA Member: \$370 \$ _____

Nonmember: \$550 \$ _____

April 25, 2012

**Best Practices in Debt
Management: An Overview**

GFOA Member: \$370 \$ _____

Nonmember: \$550 \$ _____

April 25 – 27, 2012

**Intermediate Governmental
Accounting**

GFOA Member: \$685 \$ _____

Nonmember: \$865 \$ _____

April 26, 2012

**Developing and Implementing
Financial Policies for the New Normal**

GFOA Member: \$370 \$ _____

Nonmember: \$550 \$ _____

FEES

Early Registration 10% discount if register and pay in full by 3/23/12 \$ _____

Group Discount 10% group discount for 3 or more registrants attending the same course. Registrations must be submitted together and paid with one check or invoice. \$ _____

New member fee (Visit www.gfoa.org or call GFOA at 312-977-9700 for fee.) \$ _____

Discount for paid new member \$ (-25.00)

Registration Total \$ _____

PAYMENT (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"

Payment by Credit Card

American Express Discover Card MasterCard VISA

Name on Card: _____

Account Number: _____

Exp. Date: ____ / ____ (Mandatory)

Signature: _____

Please 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: _____



Government Finance Officers Association

203 North LaSalle Street, Suite 2700, Chicago, IL 60601-1210

Phone: 312-977-9700 • Fax: 312-977-4806 • www.gfoa.org

REGISTRATION

- Register online at www.gfoa.org
- Mail registrations paid by money order or check to:
GFOA, 3076 Eagle Way, Chicago, IL 60678-1030
- Mail/fax registrations paid by purchase order or credit card to:
GFOA, 203 North LaSalle Street, Suite 2700, Chicago, IL 60601
Fax: (312) 977-4806
E-mail the completed form to training@gfoa.org

If you fax or e-mail this form, please do not also mail original.

To list additional participants: Please copy this form or attach an Excel sheet with all of the necessary information and **fax it to the GFOA at (312) 977-4806**, or scan and e-mail it to training@gfoa.org.

The GFOA retains the right to close classes that are full or cancel classes due to low enrollment.

All fees must be paid in full when registration is picked up.

Registration fee is per person, not per group.

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.

Special Needs: Please indicate any special needs below

Cancellation requests must be made in writing to the GFOA.

Please include a copy of your confirmation letter. Requests for refunds received prior to April 6, 2012, will be levied a \$50 administrative service charge per seminar. Cancellations received between April 6, 2012 and April 20, 2012, will be refunded 50 percent of the registration fees per seminar. No refunds will be granted after April 20, 2012.

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 courses, 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.

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

HOTEL

Doubletree by Hilton

1000 NE Multnomah
Portland, OR 97232

Phone: (503) 281-6111, Fax: (503) 284-8553

http://doubletree1.hilton.com/en_US/dt/hotel/RLLC-DT-DoubleTree-by-Hilton-Hotel-Portland-Oregon/index.do

Room Rate:

Room Rate: \$113 (prevailing government per diem)
single / double, plus 12.5% tax

Call (800) 996-0510 and ask for
“GFOA National Training Seminars” discount

Group rate for the training is until April 2, 2012.

Should the GFOA block fill up or if reservations are made after the valid date, reservations will be accepted on an overall hotel space availability basis and may not qualify for the GFOA discounted rate.

Go to www.travelportland.com for a list of special attractions to participate in during your stay.



Cover photo provided by Travel Portland / Steve Terrill.
Back cover photo provided by Tim Jewett Photography.

GFOA TRAINING

Dedicated to the sound management of government financial resources, the Government Finance Officers Association (GFOA) provides professional development training opportunities to state and local government finance professionals each year.

Training courses are presented as basic, intermediate, advanced, update, or overview.

Visit www.gfoa.org for additional training announcements and details.



Government Finance Officers Association