



**Government Finance Officers Association
Training Seminars Registration Form
February 2017 – March 2018**

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 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. GFOA will attempt to notify attendees in advance via e-mail, phone, or GFOA's 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.

Internet Training Groups: Registration fee is per person and group discounts are available. Early and/or student registration discounts do not apply to Internet training. Register and pay for 3-9 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 discounts.

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 (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 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.

Inquiries: For information regarding administrative policies such as complaints and refunds, please contact GFOA via e-mail or at 312-977-9700.

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.

February 2017 — New Orleans, LA

___ Intermediate Governmental Accounting	\$_____
___ Advanced Governmental Accounting	\$_____
___ Best Practices and Effective Budget Presentation	\$_____
___ Program Budgeting and Activity Costing	\$_____
___ Budget Monitoring and Administration	\$_____
___ ERP Readiness and System Selection	\$_____
___ Banking Services	\$_____

February 2017 — Desktop

___ Effective Note Disclosure: Avoiding the Pitfalls	\$_____
___ Rating Agency Outlook	\$_____

March 2017 — Reno, NV

___ Advanced Financial Reporting	\$_____
___ Advanced Governmental Accounting	\$_____
___ Managing the Budget Process	\$_____
___ Data Analysis	\$_____
___ Pension and Benefit Administration Best Practices	\$_____
___ Investing for Pension Funds	\$_____

March 2017 — Chicago, IL

___ School Budgeting Best Practices	\$_____
-------------------------------------	---------

March 2017 — Desktop

___ Planning for Employee Turnover	\$_____
___ Accounting and Disclosure for Debt	\$_____
___ Best Practices in Budgeting	\$_____

April 2017 — Portland, OR

___ Evaluating Internal Controls	\$_____
___ Accounting for Pensions and Other Postemployment Benefits	\$_____
___ Advanced Financial Reporting	\$_____
___ Long-Term Financial Planning	\$_____
___ Debt Management Best Practices	\$_____
___ ERP Implementation and Technology Governance	\$_____
___ Investing Public Funds	\$_____

April 2017 — Newport Beach, CA

___ Budget Analyst Training Academy	\$_____
-------------------------------------	---------

April 2017 — Desktop

___ Pension Risk Management	\$_____
___ Building a Better Budget Document	\$_____

**May 2017 — Denver, CO
111th GFOA Annual Conference****Preconference Seminars****Friday, May 19, 2017**

Fastracks Project Tour and Lessons Learned

Alliance for Excellence in School Budgeting

The Role of Leadership, Technology and Finance in a Resilient Government

Saturday, May 20, 2017

Building Your Professional Network

Cost, Risk, and Customer Service: Managing an Effective Revenue Collection Function

Personnel Budgeting

Essentials of Debt Issuance

Managing Small Teams

Registration details available at www.gfoa.org.

June 2017 — Columbus, OH

___ Accounting for Capital Assets	\$ _____
___ Managing the Budget Process	\$ _____
___ Treasury Management Best Practices	\$ _____
___ Evaluating Internal Controls	\$ _____
___ Data Analysis	\$ _____
___ Advanced Financial Reporting	\$ _____
___ Capital Budgeting and Infrastructure Finance	\$ _____

August 2017 — Chicago, IL

___ Accounting Academy	\$ _____
------------------------	----------

August 2017 — Sacramento, CA

___ Budgeting Best Practices	\$ _____
___ Banking Services	\$ _____
___ Accounting for Pension & OPEB	\$ _____
___ Advanced Governmental Accounting	\$ _____
___ Best Practices & Effective Budget Presentation	\$ _____
___ Debt Management for Frequent Issuers	\$ _____
___ ERP Readiness and System Selection	\$ _____
___ Enterprise Fund Accounting	\$ _____

September 2017 — Chicago, IL

___ Budget Analyst Training Academy	\$ _____
-------------------------------------	----------

September 2017 — Minneapolis, MN

___ Intermediate Governmental Accounting	\$ _____
___ Risk Management	\$ _____
___ Investing Public Funds	\$ _____
___ Preparing a CAFR	\$ _____
___ Managing the Budget Process	\$ _____
___ Evaluating Internal Controls	\$ _____

October 5, 2017 – Web-Streaming Event

___ 2nd Annual Better Budgeting Webinar	\$ _____
--	----------

October 2017 — Glendale, AZ

___ Accounting for Capital Assets	\$ _____
___ Long-Term Financial Planning	\$ _____
___ Economic Development	\$ _____
___ Advanced Governmental Accounting	\$ _____
___ Capital Budgeting and Infrastructure Finance	\$ _____
___ Financial Policies	\$ _____
___ Advanced Financial Reporting	\$ _____

November 2, 2017 – Web-Streaming Event

___ 22nd Annual Governmental GAAP Update	\$ _____
--	----------

November 2017 — Chicago, IL

___ Advanced Governmental Accounting	\$ _____
___ Intermediate Governmental Accounting	\$ _____
___ Data Analysis	\$ _____

December 7, 2017 – Web-Streaming Event (Encore presentation)

___ 22nd Annual Governmental GAAP Update	\$ _____
--	----------

December 2017 — Charleston, SC

___ Advanced Governmental Accounting	\$ _____
___ Strategic Planning	\$ _____
___ Managing the Budget Process	\$ _____
___ Enterprise Fund Accounting	\$ _____
___ Preparing a CAFR	\$ _____

January 2018 — Newport Beach, CA

___ Budgeting Best Practices Topic 1	\$_____
___ Budgeting Best Practices Topic 2	\$_____
___ Accounting for Pension & OPEB	\$_____
___ ERP Implementation and Technology Governance	\$_____
___ Evaluating Internal Controls	\$_____
___ Long-Term Financial Planning	\$_____
___ Intermediate Governmental Accounting	\$_____

February 2018 — Austin, TX

___ Advanced Governmental Accounting	\$_____
___ Budgeting Best Practices Topic 1	\$_____
___ Debt Management Best Practices	\$_____
___ Budgeting Best Practices Topic 2	\$_____
___ Preparing a CAFR	\$_____
___ Treasury Management Best Practices	\$_____
___ Enterprise Fund Accounting	\$_____

March 2018 — Chicago, IL

___ Accounting Academy	\$_____
------------------------	---------

March 2018 — Fort Lauderdale, FL

___ Advanced Governmental Accounting	\$_____
___ Managing the Budget Process	\$_____
___ Strategic Planning	\$_____
___ Investing Public Funds	\$_____
___ Enterprise Fund Accounting	\$_____
___ ERP Readiness and System Selection	\$_____
___ Investing for Pension Funds	\$_____
___ Evaluating Internal Controls	\$_____
___ Pension and Benefit Administration Best Practices	\$_____

May 2018 — St Louis, MO

112th GFOA Annual Conference

Registration will open in fall 2017 at www.gfoa.org

**Government Finance Officers Association Training Seminars
February 2017– March 2018**

**February 2017
New Orleans, LA**

		<u>Mbr</u>	<u>Nonmbr</u>
February 13	Banking Services	\$370	\$550
February 13-14	Best Practices and Effective Budget Presentation	\$580	\$790
February 14-15	Intermediate Governmental Accounting	\$580	\$790
February 15	Program Budgeting and Activity Costing	\$370	\$550
February 15-16	ERP Readiness and System Selection	\$580	\$790
February 16-17	Advanced Governmental Accounting	\$580	\$790
February 16	Budget Monitoring and Administration	\$370	\$550

Early discount deadline: January 13, 2017

Cancellation dates: \$50 fee if cancelled before January 27, 2017.
50% refund if cancelled between January 27, 2017, and February 10, 2017.
No refunds after February 10, 2017.

**February 2017
Desktop Training**

		<u>Mbr</u>	<u>Nonmbr</u>
February 8	Effective Note Disclosure: Avoiding the Pitfalls	\$85	\$160
February 22	Rating Agency Outlook	\$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 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 GFOA.

**March 2017
Reno, NV**

		<u>Mbr</u>	<u>Nonmbr</u>
March 20	Investing for Pension Funds	\$370	\$550
March 20-21	Managing the Budget Process	\$580	\$790
March 21-22	Advanced Financial Reporting	\$580	\$790
March 21-22	Pension and Benefit Administration Best Practices	\$580	\$790
March 22-23	Data Analysis	\$580	\$790
March 23-24	Advanced Governmental Accounting	\$580	\$790

Early discount deadline: February 17, 2017

Cancellation dates: \$50 fee if cancelled before March 3, 2017.
50% refund if cancelled between March 3, 2017, and March 17, 2017.
No refunds after March 17, 2017.

**March 2017
Chicago, IL**

		<u>Mbr</u>	<u>Nonmbr</u>
March 9 - 10	School Budgeting Best Practices	\$580	\$790

Early discount deadline: February 9, 2017

Cancellation dates: \$50 fee if cancelled before February 17, 2017.
50% refund if cancelled between February 17, 2017, and March 3, 2017.
No refunds after March 3, 2017.

**March 2017
Desktop Training**

		Mbr	Nonmbr
March 8	Planning for Employee Turnover	\$85	\$160
March 15	Accounting and Disclosure for Debt	\$85	\$160
March 29	Best Practices in Budgeting	\$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 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 GFOA.

**April 2017
Portland, OR**

		<u>Mbr</u>	<u>Nonmbr</u>
April 3	Investing Public Funds	\$370	\$550
April 4	Evaluating Internal Controls	\$370	\$550
April 3-4	Long-Term Financial Planning	\$580	\$790
April 5	Accounting for Pension and OPEB	\$370	\$550
April 5-6	Debt Management Best Practices	\$580	\$790
April 5-6	ERP Implementation and Technology Governance	\$580	\$790
April 6-7	Advanced Financial Reporting	\$580	\$790

Early discount deadline: March 3, 2017

Cancellation dates: \$50 fee if cancelled before March 17, 2017.
50% refund if cancelled between March 17, 2017, and March 31, 2017.
No refunds after March 31, 2017.

**April 2017
Newport Beach, CA**

		<u>Mbr</u>	<u>Nonmbr</u>
April 25-28	Budget Analyst Training Academy	\$925	\$1175

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

Cancellation dates: \$50 fee if cancelled before April 7, 2017
50% refund if cancelled between April 7, 2017, and April 21, 2017.
No refunds after April 21, 2017.

**April 2017
Desktop Training**

		Mbr	Nonmbr
April 5	Pension Risk Management	\$85	\$160
April 19	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 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 GFOA.

May 2017
May 21-24 - Denver, CO
111th GFOA Annual Conference



Preconference, sessions, and registration details are available at www.gfoa.org.

June 2017
Columbus, OH

		<u>Mbr</u>	<u>Nonmbr</u>
June 26	Accounting for Capital Assets	\$370	\$550
June 26	Treasury Management Best Practices	\$370	\$550
June 26-27	Managing the Budget Process	\$580	\$790
June 27	Evaluating Internal Controls	\$370	\$550
June 27-28	Data Analysis	\$580	\$790
June 28-29	Advanced Financial Reporting	\$580	\$790
June 28-29	Capital Budgeting and Infrastructure Finance	\$580	\$790

Early discount deadline: May 26, 2017

Cancellation dates: \$50 fee if cancelled before June 9, 2017.
50% refund if cancelled between June 9, 2017, and June 23, 2017.
No refunds after June 23, 2017.

August 2017
Chicago, IL

		<u>Mbr</u>	<u>Nonmbr</u>
July 31 – August 4	Accounting Academy	\$1100	\$1500

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

Cancellation dates: \$50 fee if cancelled before July 14, 2017
50% refund if cancelled between July 14, 2017, and July 28, 2017.
No refunds after July 28, 2017.

August 2017
Sacramento, CA

		<u>Mbr</u>	<u>Nonmbr</u>
August 21	Budgeting Best Practices	\$370	\$550
August 21	Banking Services	\$370	\$550
August 22	Accounting for Pension and OPEB	\$370	\$550
August 22	Debt Management for Frequent Issuers	\$370	\$550
August 22-23	Best Practices & Effective Budget Presentation	\$580	\$790
August 23	Enterprise Fund Accounting	\$370	\$550
August 23-24	ERP Readiness and System Selection	\$580	\$790
August 24-25	Advanced Governmental Accounting	\$580	\$790

Early discount deadline: July 21, 2017

Cancellation dates: \$50 fee if cancelled before August 4, 2017.
50% refund if cancelled between August 4, 2017, and August 18, 2017.
No refunds after August 18, 2017.

September 2017 Chicago, IL

		<u>Mbr</u>	<u>Nonmbr</u>
September 12-15	Budget Analyst Training Academy	\$925	\$1175

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

Cancellation dates: \$50 fee if cancelled before August 25, 2017
50% refund if cancelled between August 25, 2017, and September 8, 2017.
No refunds after September 8, 2017.

September 2017 Minneapolis, MN

		<u>Mbr</u>	<u>Nonmbr</u>
September 25	Risk Management	\$370	\$550
September 25-26	Intermediate Governmental Accounting	\$580	\$790
September 26-27	Investing Public Funds	\$580	\$790
September 27	Preparing a CAFR	\$370	\$550
September 27-28	Managing the Budget Process	\$580	\$790
September 28	Evaluating Internal Controls	\$370	\$550

Early discount deadline: August 25, 2017

Cancellation dates: \$50 fee if cancelled before September 8, 2017.
50% refund if cancelled between September 8, 2017, and September 22, 2017.
No refunds after September 22, 2017.

October 2017 Desktop training - Web Streaming Event

October 5	2 nd Annual Better Budgeting Webinar		Active gov't member - \$70 Member private sector - \$80 Nonmember gov't - \$140 Nonmember private sector -\$165
-----------	---	--	--

Fees are per person, not per group.

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

Group Discounts: Discounts are available for 3-10 people, 11-20 people, 21-40 people, 41-75 people, and 76+.
Call 312-977-9700 for pricing. In order to receive the group price, all registrations must be submitted together.

Cancellation requests must be made in writing to GFOA. All cancellations received five business days before the event date (September 28) 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 GFOA.

October 2017 Glendale, AZ

		<u>Mbr</u>	<u>Nonmbr</u>
October 23	Accounting for Capital Assets	\$370	\$550
October 23	Economic Development	\$370	\$550
October 23-24	Long-Term Financial Planning	\$580	\$790
October 24-25	Advanced Governmental Accounting	\$580	\$790
October 24-25	Capital Budgeting and Infrastructure Finance	\$580	\$790
October 25-26	Financial Policies	\$580	\$790
October 26-27	Advanced Financial Reporting	\$580	\$790

Early discount deadline: September 22, 2017

Cancellation dates: \$50 fee if cancelled before October 6, 2017.
50% refund if cancelled between October 6, 2017, and October 20, 2017.
No refunds after October 20, 2017.

November 2017
Desktop Training: Web-Streaming Event

November 2 22nd Annual Governmental GAAP Update Full Registration Fee(s)
 Postmarked and paid after September 29, 2017.

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: September 29, 2017

Group Discounts: Discounts are available for 3-10 people, 11-20 people, 21-40 people, 41-75 people, and 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 GFOA. All cancellations received before October 26, 2017, will incur a \$20 administrative fee.
 No refunds will be issued after that date.

November 2017
Chicago, IL

		<u>Mbr</u>	<u>Nonmbr</u>
November 9-10	Data Analysis	\$580	\$790
November 13-14	Advanced Governmental Accounting	\$580	\$790
November 15-16	Intermediate Governmental Accounting	\$580	\$790

Data Analysis
 Early, group, and/or student discounts do not apply to this training.
 \$50 fee if cancelled before October 20, 2017.
 50% refund if cancelled between October 20, 2017, and November 3, 2017.
 No refunds after November 3, 2017.

Advanced or Intermediate Governmental Accounting
 Early, group, and/or student discounts do not apply to this training.
 \$50 fee if cancelled before October 27, 2017.
 50% refund if cancelled between October 27, 2017, and November 10, 2017.
 No refunds after November 10, 2017.

December 2017
Desktop Training: Web-Streaming Event

December 7 22nd Annual Governmental GAAP Update Full Registration Fee
 Encore Presentation (Postmarked and paid after November 3, 2017)

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 3, 2017

Group Discounts: Discounts are available for 3-10 people, 11-20 people, 21-40 people, 41-75 people, and 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 GFOA. All cancellations received before November 30, 2017, will incur a \$20 administrative fee.
 No refunds will be issued after that date.

December 2017
Charleston, SC

		<u>Mbr</u>	<u>Nonmbr</u>
December 11	Strategic Planning	\$370	\$550
December 11-12	Advanced Governmental Accounting	\$580	\$790
December 12-13	Managing the Budget Process	\$580	\$790
December 13	Enterprise Fund Accounting	\$370	\$550
December 14	Preparing a CAFR	\$370	\$550

Early discount deadline: November 10, 2017
 Cancellation dates: \$50 fee if cancelled before November 24, 2017.
 50% refund if cancelled between November 24, 2017, and December 8, 2017.
 No refunds after December 8, 2017.

January 2018
Newport Beach, CA

		<u>Mbr</u>	<u>Nonmbr</u>
January 8	Budgeting Best Practices Topic 1	\$370	\$550
January 9	Budgeting Best Practices Topic 2	\$370	\$550
January 9	Accounting for Pension and OPEB	\$370	\$550
January 9-10	ERP Implementation and Technology Governance	\$580	\$790
January 10	Evaluating Internal Controls	\$370	\$550
January 10-11	Long-Term Financial Planning	\$580	\$790
January 11-12	Intermediate Governmental Accounting	\$580	\$790

Early discount deadline: December 8, 2017
 Cancellation dates: \$50 fee if cancelled before December 22, 2017.
 50% refund if cancelled between December 22, 2017, and January 4, 2018.
 No refunds after January 4, 2018.

February 2018
Austin, TX

		<u>Mbr</u>	<u>Nonmbr</u>
February 12	Budgeting Best Practices Topic 1	\$370	\$550
February 12-13	Advanced Governmental Accounting	\$580	\$790
February 12-13	Debt Management Best Practices	\$580	\$790
February 13	Budgeting Best Practices Topic 2	\$370	\$550
February 14	Preparing a CAFR	\$370	\$550
February 14	Treasury Management Best Practices	\$370	\$550
February 15	Enterprise Fund Accounting	\$370	\$550

Early discount deadline: January 12, 2018
 Cancellation dates: \$50 fee if cancelled before January 26, 2018.
 50% refund if cancelled between January 26, 2018, and February 9, 2018.
 No refunds after February 9, 2018.

March 2018
Chicago, IL

		<u>Mbr</u>	<u>Nonmbr</u>
March 5 - 9	Accounting Academy	\$1100	\$1500

Early, group, and/or student discounts do not apply to this training.
 Cancellation dates: \$50 fee if cancelled before February 16, 2018
 50% refund if cancelled between February 16, 2018, and March 2, 2018.
 No refunds after March 2, 2018.

March 2018
Fort Lauderdale, FL

		<u>Mbr</u>	<u>Nonmbr</u>
March 19	Strategic Planning	\$370	\$550
March 19-20	Managing the Budget Process	\$580	\$790
March 19-20	Advanced Governmental Accounting	\$580	\$790
March 20-21	Investing Public Funds	\$580	\$790
March 21	Enterprise Fund Accounting	\$370	\$550
March 21	Investing for Pension Funds	\$370	\$550
March 21-22	ERP Readiness and System Selection	\$580	\$790
March 22	Evaluating Internal Controls	\$370	\$550
March 22-23	Pension and Benefit Administration Best Practices	\$580	\$790

Early discount deadline: February 16, 2018

Cancellation dates: \$50 fee if cancelled before March 2, 2018.

50% refund if cancelled between March 2, 2018, and March 16, 2018.

No refunds after March 16, 2018.