



# MnGFOA Educational Workshops

The Education Committee of the MnGFOA is offering two one-day training sessions.

## Beginning Governmental Accounting

Wednesday, October 22, 2008 - 8:30 AM - 4:30 PM (final check-in time 8-8:30 AM)

Best Western Kelly Inn

100 Fourth Avenue South, St. Cloud, MN 56301

320-258-8406

## Intermediate Governmental Accounting

Thursday, October 23, 2008 - 8:30 AM - 4:30 PM (final check-in time 8-8:30 AM)

City of Monticello

505 Walnut Street, Monticello, MN 55362

763-271-3211

### *course descriptions*

#### Beginning Governmental Accounting - Oct. 22, 2008

This seminar provides an introduction to and an understanding of basic governmental accounting concepts and systems. It is designed for entry level accounting personnel and other staff from smaller local governments including: accounts payable clerks, accounting technicians and clerk-type personnel.

This seminar assumes participants have limited experience with governmental or commercial accounting, and offers an opportunity for them to gain an understanding of why they are doing what they are doing. Agenda includes:

- ★ Basic accounting theory
- ★ Double entry accounting
- ★ Fund accounting
- ★ Accounts & coding
- ★ Accounting records
- ★ Basics of accounting

#### Intermediate Governmental Accounting - Oct. 23, 2008

This seminar discusses GAAP and legal compliance, fund accounting, capital assets and long-term debt, the basis of accounting, budgetary accounting, classification and terminology, and financial reporting. The workshop is designed for governmental personnel wanting an overview or review of current GAAP.

Agenda includes:

- ★ The GASB
- ★ Classification of transactions
- ★ Governmental, proprietary & fiduciary funds
- ★ Fund accounting
- ★ Financial reporting

### *credit information*

8.0 CPE credits are available to workshop attendees for each workshop.

### *instructor*

Paul Glick is founder and principal in Glick Consulting Group. In this role he conducts financial management training courses nationwide for representatives of state and local governments, as well as providing consulting and technical assistance to government clients. Before establishing his own firm, Mr. Glick served as lead instructor for governmental accounting and financial reporting training programs for the Government Finance Officers Association in Chicago, Illinois. He is author/editor of fourteen GFOA publications including the Financial Reporting Series and was contributing author of GFOA's 1988 Government Accounting and Financial Reporting publication. Mr. Glick has a B.A. degree in economics and a M.A. degree in school district management from Northern Illinois University.

### *upcoming programs*

— **topic to be announced** —  
November 19, 2008 - Minneapolis



# MnGFOA - Educational Workshops

Return form below by **October 15, 2008** to:

**Government Training Services, 2233 West University Avenue, Suite 150, St. Paul, MN 55114**

On-line registration available at: **www.mngts.org** (click on the MnGFOA logo)

### Questions?

Contact Government Training Services (GTS): Karen Beaulieu, Program Manager kbeaulieu@mngts.org 651-222-7409, x203 (metro) or 800-569-6881 (non-metro)

GTS is a non-profit organization dedicated to helping those who provide services to Minnesota citizens and communities meet current and their collaborators since 1976.

### Cancellation

Fees will be refunded less a \$15 service fee if the registration is cancelled by October 17, 2008. You may substitute another individual at any time if you find you cannot attend. Persons not canceling in compliance with the above policy will be responsible for payment of the entire fee. Should weather (or other circumstances beyond our control) necessitate program cancellation or postponement, registrants will be notified via announcements on WCCO-AM radio and other local Minnesota radio stations.

## GFOA 2008 Workshops Registration Form

First Name

Last Name

Title \_\_\_\_\_ Jurisdiction \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Daytime Phone (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

*Note: You will receive an electronic confirmation one week before the workshop only if e-mail address is provided above!*

### Registration Options:

- Beginning Governmental Accounting**  
\$125.00 per person  
Weds., 10/22/2008, St. Cloud MN
- Intermediate Governmental Accounting**  
\$125.00 per person  
Thursday, 10/23/2008, Monticello, MN

### Special Needs:

- Dietary (i.e., vegetarian). Please specify: \_\_\_\_\_
  - I require other accommodations. Please contact me at: \_\_\_\_\_
- Circle one: VOICE or TTY

### Payment Options:

- Enclosed is check # \_\_\_\_\_  
in the amount of \$ \_\_\_\_\_  
(payable to Government Training Services).
- Please bill me at above address.  
P.O.# \_\_\_\_\_ (if applicable).  
*NOTE: A \$10/AGENCY BILLING FEE WILL BE ADDED TO THE AMOUNT OWED.*
- Credit Card (VISA or MasterCard only):  
Card# \_\_\_\_\_  
Exp. Date: \_\_\_\_\_  
E-mail address (required): \_\_\_\_\_  
Security Code (3-digits on back): \_\_\_\_\_

Return by October 15, 2008 to:

**Government Training Services, 2233 West University Avenue, Suite 150, St. Paul, MN 55114**

If you have selected the 'bill me' or credit card payment options, you can also fax to 651-223-5307