



MnGFOA Educational Workshops

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

Beginning Governmental Accounting

Wednesday, October 21, 2009 - 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 22, 2009 - 8:30 AM - 4:30 PM (final check-in time 8-8:30 AM)
University of Minnesota, St. Paul Campus
Continuing Education and Conference Center
1890 Buford Avenue, St. Paul, MN 55108
612-624-3275

course descriptions

Beginning Governmental Accounting - Oct. 21, 2009

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. 22, 2009

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 18, 2009 - Minneapolis



MnGFOA - Educational Workshops

Return form below by **October 14, 2009** 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 needs for knowledge and skills. It has worked with policymakers, staff and appointed officials from all levels of government and their collaborators since 1976.

Cancellation

Fees will be refunded less a \$20 service fee if the registration is cancelled by October 16, 2009. 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 2009 Workshops Registration Form

E-mail _____

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

First Name

Last Name

Title _____ Jurisdiction _____

Street Address _____ City _____ State _____ Zip _____

Daytime Phone (____) _____ Fax Number (____) _____

Registration Options:

Beginning Governmental Accounting

\$125.00 per person
Weds., 10/21/2009, St. Cloud MN

Intermediate Governmental Accounting

\$125.00 per person
Thursday, 10/22/2009, St. Paul, 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 the following e-mail: _____
P.O.# _____ (if applicable).
Note: If payment is not received by the start of the conference, you will be re-billed with a \$20 service fee added to your amount due.

Credit Card (VISA or MasterCard only):
Card# _____
Cardholder Name: _____
Exp. Date: _____
E-mail address (required): _____
Security Code (3-digits on back): _____

Return by October 14, 2009 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