

New York State Government Finance Officers' Association, Inc.

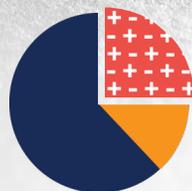
Governmental Accounting Essentials

A three-day comprehensive program to introduce individuals to the essential components of governmental accounting.

Harbor Links Golf Course
One Fairway Drive, Port Washington, NY
November 19-21, 2013



Responsible. Knowledgeable. Accountable.



NYS GFOA
**Governmental
Accounting Essentials**
(The Essential Basics of Governmental Accounting)

Governmental Accounting Essentials

Who?

This course is designed for:

- Clerks, treasurers, bookkeepers, accountants/ accounting staff, comptrollers, finance officers and non-finance department staff.
- Governing board/council members.
- Those whose primary tasks do not involve accounting but who seek to expand their knowledge of the intricacies of governmental accounting.

What?

Although some familiarity with accounting would be helpful, this course is designed primarily for those with limited or no governmental accounting or bookkeeping experience.

Why?

Governmental accounting is a unique form of accounting with specific procedures and regulations that govern how taxpayer funds are to be recorded and reported. The Office of the New York State Comptroller also opines on accounting procedures for all municipalities. Most individuals who work in governmental accounting usually start without any prior bookkeeping, governmental accounting, or governmental finance education or experience.

With proper training, local government finance staff and leadership can be more confident that their financial reporting is in compliance with New York State laws and regulations and ensure that their procedures for processing and documenting financial transactions are transparent and sound.

When and Where?

Governmental Accounting Essentials will be offered throughout the state at multiple locations during the year.

For a list of dates and locations please contact the NYS GFOA office at 518-465-1512. You may also contact the office to request the program be held at a location near you.

Questions?

Call or email us: 518-465-1512, info@nysgfoa.org

NYS GFOA // 126 State Street, 5th Floor // Albany, NY 12207

How?

This three-day program will provide comprehensive training in the basic areas of governmental accounting: Debits and Credits; Accounts; Fund Accounting; Journals and Ledgers; The Budget Process; The Accounting Process; Accounting for Capital Projects; Month End Reconciliations and Analysis; Year End Closing Process; and The Annual Update Document (AUD).

Each section will include a Review Period for the participants to exercise their newly gained knowledge in the form of questions and short exercises. All participants will receive a binder of the course content plus supplemental materials to use as a resource.

This program was developed by NYS GFOA members who are among the State's most experienced government finance professionals representing various types and levels of government as well as private sector accounting, auditing and financial advisory firms. Program instructors have years of experience training and educating individuals new to the world of governmental accounting.

Participation in this course will:

- Increase your base of knowledge.
- Provide you with resources and contacts for future reference.
- Enhance your professional growth.
- Demonstrate your commitment to continued professional development.

This program qualifies for 18.5 CPE credits.



Day 01

9:00 A.M. - 4:00 P.M.

- Debits and Credits
- Accounts
- The Fund Accounting Process
- Journals and Ledgers
- In Class Review

Day 02

9:00 A.M. - 4:00 P.M.

- The Budget Process
- The Accounting Process
- Accounting for Capital Projects
- In Class Review

Day 03

9:00 A.M. - 3:00 P.M.

- The Year End Closing Process
- In Class Review
- The Annual Update Document
- In Class Review

Registration Form (Nov. 19-21, 2013, Harbor Links Golf Club, Port Washington)

Name: _____

Title: _____

Entity: _____

Address: _____

Phone: _____ Email: _____

Program Fee: Member \$240 Nonmember \$330

Payment Method: Check/Money Order Claim Voucher/PO

Membership: **Renewing Members** **New Members**
 Government: \$160 Government: \$80
 Private: \$395 Private: \$190

Registration: Pre-registration is preferred. Payment should be made in advance or brought to the event with you. Online or fax registrations will be invoiced. On-site registrations are acceptable, however there will be an additional fee of \$10.00.

Cancellations: Any cancellation up to one week prior to the event will be charged an administrative fee of \$15.00.
Cancellations within one week of the event will not be refunded.

Cancellation notices may be emailed to info@nysgfoa.org, faxed to 518-434-4640 or mailed to the address below.

No shows: In the event you are unable to attend but failed to cancel in writing by the date indicated above, you are obligated to pay the full amount for the event.

Mail registration forms to: NYS GFOA, 126 State St, 5th Fl, Albany, NY 12207

Governmental Accounting Essentials

Directions Harbor Links Golf Course, One Fairway Drive, Port Washington, NY 11050

Traveling East on the LIE: Take Exit 37 (Willis Av). From exit ramp, continue on the service road, turn left at the second light (Roslyn Road North). Continue north on Roslyn Road to end (Roslyn Clock Tower will be on the right). Turn left at the Clock Tower, go under Viaduct and continue onto West Shore Road for about 1 mile. Harbor Links is on the left, across from Bar Beach.

Traveling West on the LIE: Take Exit 39N (Glen Cove Road North). From the exit ramp continue West on the Service Road for three lights. Turn right at the third light (Roslyn Road North). Continue north on Roslyn Road to end (Roslyn Clock Tower will be on the right). Turn left at the Clock Tower, go under Viaduct and continue onto West Shore Road for about 1 mile. Harbor Links is on the left, across from Bar Beach.



Follow-up training: Government Finance Institute (GFI)

To meet the growing need for trained professionals in the increasingly challenging field of government finance, NYS GFOA developed the Government Finance Institute. This multi-year program, launched in 2011, was designed to educate finance staff and government leadership about the core functional areas of governmental financial management. GFI enrollees participate in specified workshops and forums plus earn elective credits through other NYS GFOA training programs. GFI is a two level learning process, Foundations and Advanced. The program is designed to encourage government staff and leadership to improve and expand their knowledge.

GFI has been endorsed by the Rockefeller College of Public Affairs and Policy, University at Albany. Nearly 150 individuals across New York State are currently enrolled. In Spring 2013, the first graduates were recognized and honored at the Association's Annual Conference.

Upcoming Events

Long Island Region Fall Seminar

October 8, 2013
Hamlet Wind Watch Golf & Country Club
Hauppauge, NY

Long Island Region Holiday Seminar

December 5, 2013
Irish Coffee Pub
East Islip, NY

NYS GFOA 35th Annual Conference

April 2-4, 2014
(pre-conference training begins April 1)
Albany Marriott Hotel, Albany

About NYS GFOA

The New York State Government Finance Officers' Association (NYS GFOA) was founded in 1978 as a not-for-profit professional membership organization to provide training, regulatory/statutory updates, and collegial networking opportunities. NYS GFOA is composed of nearly 1,100 public and private sector government finance professionals throughout New York State.

NYS GFOA's Mission:

The mission of NYS GFOA is to strengthen the capacity of government finance professionals to manage public finances effectively and responsibly and to use the collective knowledge and expertise of its members for the public benefit by enhancing government efficiency and accountability throughout New York State.

Questions?

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