FIRST ANNUAL
BETTER BUDGETING
WEB-STREAMING EVENT

- Identifying practical tools for setting budget policy
- Establishing budget priorities
- Using the budget to improve the effectiveness and efficiency of operations
- Using the budget to ensure both financial and programmatic accountability

Earn 2 CPE credits with your participation

Two offerings available

- OCTOBER 6, 2016
- JANUARY 12, 2017
2:00–4:00 p.m. (Eastern)
The Government Finance Officers Association (GFOA) will offer its First Annual Better Budgeting web-streaming event on October 6, 2016, and again on January 12, 2017, using the latest video and audio streaming technology. Budgeting is at the very core of local government finance, where it functions as a practical tool for setting policy, establishing priorities, promoting effectiveness and efficiency in operations, and ensuring both financial and programmatic accountability. Budgeting can only be as effective as the budget professionals who make it all happen. This web-streaming event is designed to equip those on the front lines of local budgeting to do an even better job meeting the many practical challenges they must face from day to day and from year to year.

**PRESENTERS**

**John Fishbein** is a Senior Program Manager in the GFOA’s Technical Services Center. He is responsible for the day-to-day operation of GFOA’s Distinguished Budget Presentation Awards Program and is the author of GFOA’s recent publication *Building a Better Budget Document*. He serves as staff to GFOA’s standing Committee on Governmental Budgeting and Fiscal Policy. John has almost thirty years of governmental budgeting experience.

**Mike Bailey** has worked in local government finance since 1980 and is currently the Finance Director with the City of Redmond. He has served as president of the Washington Finance Officers Association and the state representative for the Government Finance Officers Association. Mike was on GFOA’s Executive Board from 2009 to 2011. He is a CPA and has been a GFOA budget reviewer for almost two decades.

**SIGN UP TODAY**

by submitting the enclosed registration form or registering online using GFOA’s e-store. Take advantage of group discounts and save! (Group discounts cannot be applied to online registrations.)
**INTENDED OUTCOMES**

Participants should:

- Be familiar with the various factors that go into salary and wage forecasts;
- Be aware of the potential ramifications of changes in service levels;
- Be better prepared to make informed decisions when setting fees and charges;
- Be able to identify the different steps in the capital budgeting process;
- Be equipped to make more effective use of performance measures; and
- Be persuaded of the need to combine projections and discussion to arrive at meaningful long-range financial planning.

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**REMINDER**

You will receive instructions on how to access the program and a link to the program from announcements@gfoa.org on October 4, 2016, for the first offering and on January 10, 2017, for the encore presentation. Watch GFOA’s website for information on how to test the technology that will be used prior to the event.

- The presentation will run from 2:00 p.m. – 4:00 p.m. (Eastern) on both October 6, 2016, and January 12, 2017. Please adjust to your local time zone.
- All individuals, whether in a group setting or on their own, must be registered to view the program.

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**REGISTRATION FEES**

The following fees are PER PERSON/INDIVIDUAL REGISTRANT.

<table>
<thead>
<tr>
<th></th>
<th>Active Government Member</th>
<th>Member Private Sector</th>
<th>Non-member Government</th>
<th>Non-member Private Sector</th>
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<tr>
<td>1 or 2 people</td>
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<td>$80</td>
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<td>76–100</td>
<td>$45</td>
<td>$55</td>
<td>$115</td>
<td>$140</td>
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</table>

**100+ PEOPLE?** Call GFOA at 312-977-9700 for special pricing or e-mail training@gfoa.org.

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**REGISTER NOW AND SAVE!**

Whether watching on your own or in a group setting, each individual must be registered—including those who may not intend to claim continuing professional education (CPE) credit.

**Save with group discounts!** Multiple participants from the same location are encouraged to view the presentation together to enhance streaming quality. In order to receive the group price, all registrations must be submitted together.

**Save with GFOA member pricing!** GFOA members receive a discount on all GFOA training events. Not a member? Join now and receive $25 off your Better Budgeting registration fee with a paid new membership. Add the new membership fee directly to the registration form. Visit www.gfoa.org to view the fee schedule. For questions, please e-mail membership@gfoa.org.
REGISTRATION FORM

To include additional participants, please e-mail an Excel sheet to training@gfoa.org that includes the following information for each registrant: name, title, organization, and e-mail address. To download an Excel template to submit, go to www.gfoa.org. (Group discounts cannot be applied to online registrations.)

Program Information (Please check one)

☐ Check here if you are faxing this form. Fax accepted only with credit card payment or purchase orders. If faxing, do not mail the original.

Payment by check.

Make payable to “Government Finance Officers Association”
Send to: GFOA
203 N. LaSalle St., Suite 2700
Chicago, IL 60601-1210

Bill Me. Scan and e-mail this form to training@gfoa.org or fax to (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: ________________
GFOA Tax ID Number: 36-2167796

Discount for paid new member ($25.00)

REGISTRATION TOTAL

Payment Information (Please check one)

Fees must be paid in U.S. dollars by check, credit card, or purchase order. Please do not submit duplicate copies.

Payment by credit card.

Scan and e-mail this form to training@gfoa.org; fax to (312) 977-4806; or send to GFOA
203 N. LaSalle St., Suite 2700
Chicago, IL 60601-1210

Amex
Discover
MasterCard
VISA

Account Number: ____________________________ Exp. Date: ________ / ________ (Mandatory)

Signature: ____________________________

REGISTRATION FORM

First Annual Better Budgeting Web-Streaming Event
October 6, 2016 • January 12, 2017
2:00–4:00 p.m. (Eastern)

All individuals, whether in a group setting or on their own, must be registered to view the program.

A copy of the invoice will be sent as a PDF attachment via e-mail from training@gfoa.org. Please add this address to your allowed senders list.

PLEASE NOTE: All cancellation requests must be made in writing to the GFOA. October offering: All cancellations received by September 23, 2016, will incur a $20 administrative fee. No refunds will be issued after that date. January offering: All cancellations received by December 29, 2016, will incur a $20 administrative fee. No refunds will be issued after that date.

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 seminars, 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 or refunds, please contact the GFOA at training@gfoa.org or at 312-977-9700.
## PUBLICATIONS

<table>
<thead>
<tr>
<th>GFOA Publications</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building a Better Budget Document (second edition)</td>
<td>$45 members</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>$70 nonmembers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparing High Quality Budget Documents for School Districts</td>
<td>$45 members</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$70 nonmembers</td>
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</table>

**For information on quantity discounts, e-mail publications@gfoa.org**

Add handling charge (for all billed orders) 8.00

Add shipping charge, if applicable

**Publication Total**

Participants are encouraged to become familiar with GFOA’s best practices in budgeting at www.gfoa.org/best-practices.

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### Publications Shipping

Unless otherwise specified, all merchandise will be shipped via UPS Ground at no additional charge to the purchaser. Please allow 5-10 business days for delivery. The following alternative shipping methods are available on request and will be billed to the purchaser:

- [ ] Next-day UPS
- [ ] 2-day UPS
- [ ] 3-day UPS Select
- [ ] Other (please specify) __________________________

### Publications Payment

(Please check one.) Fees must be paid in U.S. dollars by check, credit card, or purchase order. **Please do not submit duplicate copies.**

- [ ] Payment by check. Make payable to “Government Finance Officers Association”
  Send to: GFOA • 203 N. LaSalle St., Suite 2700 • Chicago, IL 60601-1210

- [ ] Payment by credit card. Scan and e-mail this form to publications@gfoa.org; fax to (312) 977-4806; or send to GFOA • 203 N. LaSalle St., Suite 2700 • Chicago, IL 60601-1210
  - [ ] Amex
  - [ ] Discover
  - [ ] MasterCard
  - [ ] VISA

Name on Card: ____________________________________________

Account Number: _________________________________________ Exp. Date: _______/_______ (Mandatory)

Signature: _____________________________________________

- [ ] Bill Me. (Scan and e-mail this form to publications@gfoa.org or fax to (312) 977-4806.)
  You must include a purchase order number.

  P.O. No: ____________________________________________

GFOA Tax ID Number: 36-2167796
**TECHNICAL REQUIREMENTS**

**HARDWARE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Component</th>
<th>Minimum Requirements</th>
</tr>
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<tbody>
<tr>
<td>Processor (CPU)</td>
<td>2.0 GHz or faster</td>
</tr>
<tr>
<td>RAM</td>
<td>512 MB of RAM (1GB recommended)</td>
</tr>
<tr>
<td>Monitor and Video Card</td>
<td>64k color</td>
</tr>
</tbody>
</table>

**Internet Connection**

We recommend viewing the presentation on a wired Internet connection with a minimum connection speed of 1 Mbps. Please contact your IT department and notify them you will be streaming both audio and video and to allow for enough bandwidth usage during that period of time.

**SOFTWARE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Component</th>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>Window XP or later, Mac OS X 10.5 or later</td>
</tr>
<tr>
<td>Browser Version</td>
<td>IE 7 or later, Firefox 3.0 or later, Safari 3.0 or later, Google Chrome</td>
</tr>
<tr>
<td>Flash Player</td>
<td>Adobe Flash Player 10.2 or later (Download at <a href="http://get.adobe.com/flashplayer/">http://get.adobe.com/flashplayer/</a>)</td>
</tr>
</tbody>
</table>

**OTHER RECOMMENDATIONS**

- High bandwidth is recommended and will ensure you can view the web-streaming event without delay and the picture/sound coming and going. We recommend having a wired Internet connection with a minimum connection speed of 1 Mbps.
- It is recommended that you use a PC with Windows and Internet Explorer 7.0 or higher. If you are using a Mac, please use the Safari web browser with a high speed/broadband Internet connection.
- Make sure you have pop-ups disabled in your Internet browser settings.
- Make sure that your Internet browser is Active X enabled.
- WiFi is not recommended. The problem with WiFi is that the signal strength can vary, causing bandwidth to increase and decrease.
- We recommend using a wired connection. A wired connection gives a consistent signal and consistent bandwidth. A wired connection provides a better experience.
- It is better for organizations with low bandwidth to only have the session running on 1 computer in a conference room than to have 10 individual people running the session on 10 computers at their desks.
- Audio (sound) is projected through your computer speakers. Be sure your computer is equipped with speakers so you can hear the presenters.

**IMPORTANT**

Watch www.gfoa.org for updates on tools and demonstrations to help make this year’s streaming event run as smoothly as possible. An instructional video will be available in the fall to help you become familiar with all the features available in the new technology.

**Browser Test**


**Browser Test**