

# Out of State Travel/Training Request Presented to Personnel Committee for Approval

Requesting Supervisor/Manager: Steve Corbeille Department: Finance

Names of Employees Attending: Kim Lynch, Comptroller

Name of Training	Dates of Training	Location of Training
GFOA Budget Analyst Academy	September 15 – 18/15	Chicago, IL

Estimated cost of training	\$ 735.00	
Estimated cost of travel	\$ 150.00	
Estimated cost of meals	\$ 75.00	
Estimated cost of accommodations	\$ 630.00	
Estimated cost of misc. expenses	\$ 24.00	Please explain Parking
Total estimated cost	\$ 1,614.00	

**Requesting Supervisor/Manager Comments:** Continuation of training to develop employee's skills. We are also interested in developing user friendly reports to make our budget document less complicated and more engaging.


**What are the objectives for the training?** We would like to develop a user friendly budget document for the public and possibly submit our budget document for the GFOA Budget Award Program.

**How will this training be shared / implemented upon return?** We will modify our policies, procedures and reports to conform with the best practices that apply to the city.

**How will this training benefit the City? What is the return on the investment?** Easier to understand budget documents. Develop employee skills and practices of the city to maintain a high level of budget transparency and accountability with all stakeholders (departments, public and elected officials).

Supervisor Approval/Decline

Approved  Declined  Reason for decline: \_\_\_\_\_

Supervisor/Manager Signature:  Dated: 5-22-15

\*\*Please attach any additional information you would like considered with this request



Home / Products and Services / Training / Budget Analyst Training Academy

**Resources**

- Best Practices/Advisories
- Public Policy Statements
- E-Books
- Publications
- Other Products
- Government Finance Review
- Research Reports
- Yield Advantage
- Federal Government Relations
- Canadian Finance
- News and Announcements

**Consulting**

- Consulting Services
- Custom Research

**Training**

- Search for Training
- CPE Guide
- Guide for Instructors
- Advanced Government Finance Institute
- Certification Program (CPFO)
- Training Policies

**Budget Analyst Training Academy**

**Training Type:** Live Training

**Register Online**

**Course Status:** Repeat Offering

**Date and Time:** Sep 15 2015 - 1:00pm to 5:00pm CST  
 Sep 16 2015 - 9:00am to 5:00pm CST  
 Sep 17 2015 - 9:00am to 5:00pm CST  
 Sep 18 2015 - 9:00am to 1:00pm CST

**Region:** Central

**Location:** Chicago Office

203 N. LaSalle St Suite 2700  
 Chicago, IL60601  
 United States  
 See map: Google Maps  
**Phone:** +1 (312) 977-9700  
**Fax:** +1 (312) 977-4806

**Level:** Basic

**Field of Study:** Finance

**CPE Credits:** 24

**Member Price:** \$735.00

**Non-Member Price:** \$940.00

**Who Will Benefit:**

This course is designed for new and intermediate analysts or others new to government looking to gain important budgeting skills and improve their understanding of the public-sector budget process and budgeting best practices.

**Program Description:**

This intensive three and a half day program is designed to provide participants with the necessary knowledge and skills to understand, impact, and improve the public-sector budgeting process. Knowledge gained in the academy will improve participants analytical, problem-solving, and communication abilities, and help them lead their organizations in making better use of resources.

**Seminar Objectives:**

- Understand the public-sector budget process including budget preparation, budget adoption, and budget administration
- Understand the role of key stakeholders in the budget process
- Recognize the importance of overall alignment of the budget to focus resources on community needs
- Develop skills for long-term financial planning
- Learn how to develop and work with performance measures
- Become familiar with the link between the budget and basic accounting principles
- Understand key components of an effective budget process, including public participation, revenue forecasting, prioritization, performance measures and service levels
- Understand how capital planning, position budgeting, and salary forecasting relate to the budget preparation process
- Hear what technologies are available for budget preparation
- Learn techniques for effective communication of budget and performance information
- Become familiar with tools and techniques used by governments to improve efficiency and effectiveness of services

**Recommended GFOA Reading:**

- Benchmarking and Measuring Debt Capacity
- Revenue Analysis and Forecasting
- Decision Tools for Budgetary Analysis
- Priority-Setting Models for Public Budgeting
- Organization and Design of an Effective Budget Function
- Cost Analysis and Activity-Based Costing for Government
- Capital Project Planning and Evaluation