



Conference Authorization Request

*Attach supporting literature/documentation to this form.

Date: 1/14/15

Name of attendee(s): Arlene Weber

Department/Committee: Bookkeeping

Name of conference: GFOA ANNUAL Conference

Location: Albany

Date(s) of conference: 3/24 - 3/27

Amount per person: Conf - \$360 ; Hotel \$414 ;

Purchase Order Request

Vendor Name:
(Address &
phone if new)

GFOA - Down State NY / 5TH FL
126 STATE ST.
ALBANY, NY 12207

Budget Code:

A1340.4

Amount:

\$200 for Conference + Hotel $\approx 3 \times \$138 = \414

PO number:

\$165 Annual GFOA DUES
\$160 Gov't Accounting forum pre-conf. [CAPITAL PROJ
ACCTNG]

Authorization

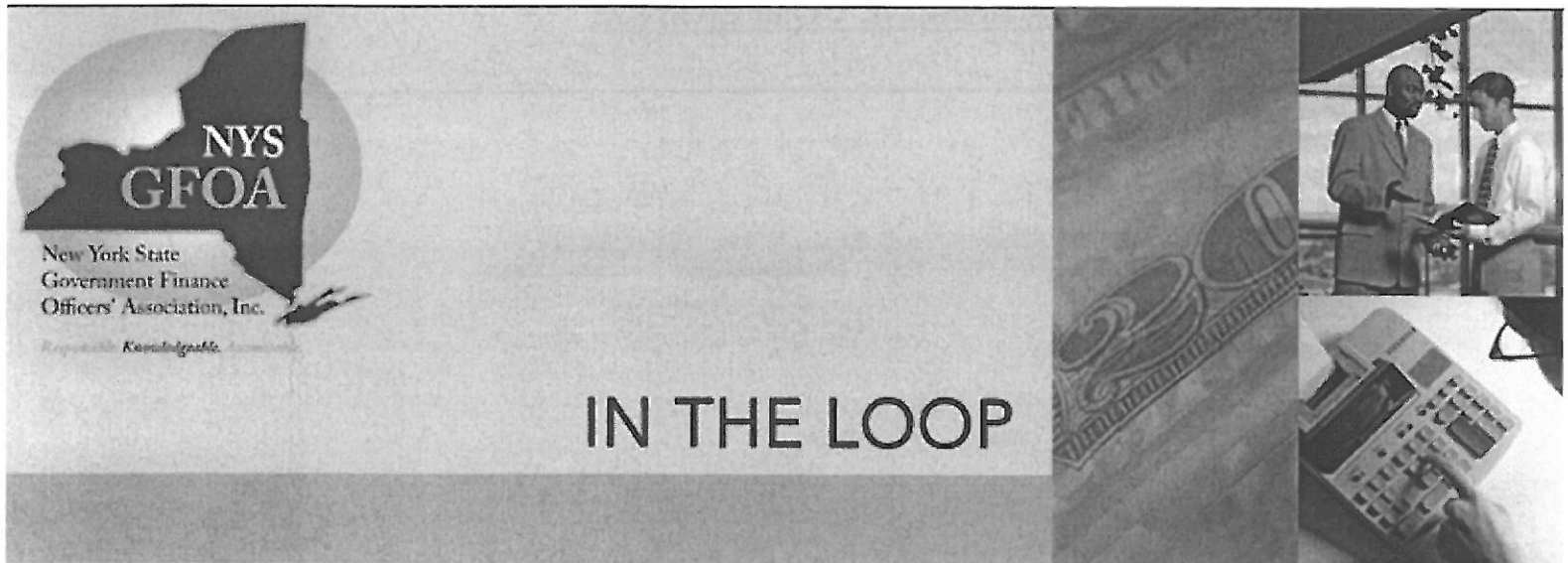
Approved:

Denied:

Reason for denial:

Arlene Weber

From: NYS GFOA <events@nysgfoa.org>
Sent: Wednesday, January 14, 2015 8:01 AM
To: bookkeeper@townofnewpaltz.org
Subject: NYS GFOA 2015 Annual Conference: FIRST EARLY BIRD DEADLINE 1/31/15--REGISTER TODAY!



36TH ANNUAL CONFERENCE INFORMATION AVAILABLE!
FIRST EARLY-BIRD REGISTRATION DEADLINE IS 1/31/15

The 36th Annual Conference is being held March 25-27, 2015 (Pre-Conference sessions begin March 24th) at the Albany Marriott in Albany.

REGISTER TODAY!

- Download the Annual Conference brochure by clicking on the link below. Online registration is not available.
- Register by **JANUARY 31, 2015** to receive the greatest discount on pre-conference and conference rates. See Registration Form for other deadlines.
- Hotel accommodations - **The Marriott fills up VERY QUICKLY.** Do not delay registering for the Conference.
- Please ensure you have filled out the Registration and Hotel Reservation forms **COMPLETELY.**
- Return **BOTH** forms to the NYS GFOA office at 126 State Street, 5th Floor,

PRE-CONFERENCE SEMINARS

TUESDAY, MARCH 24, 2015

8:30 AM - 4:30 PM



Government Finance Institute
Governmental Accounting Forum - REVISED
(7.5 CPE • GSK)

Learning Objectives:

- Select the appropriate fund to use to account for a given function or activity.
- Properly apply specialized public-sector accounting classifications
- Make proper capital project accounting entries (especially those pertaining to short and long term debt).
- Identify common errors made in Annual Update Document (AUD) submissions.
- Utilize a Year-End Financial Closing Checklist and Annual Audit Preparation Checklist.

9:00 AM - 4:30 PM (Day 1)



Government Finance Institute
Governmental Accounting and Financial Reporting
(7 CPE • GSK)

Learning Objectives:

- Generally Accepted Accounting Principles (GAAP) as they apply to governments.
- Non-GAAP financial reporting models.
- Basic concepts of governmental fund accounting.
- How to use the New York State Accounting and Reporting Manual (ARM).
- The components of governmental financial statements.
- The different types of external financial reporting.

1:30 PM - 5:00 PM



Government Finance Institute
The Fundamentals of Budgeting in the Public Sector (4 CPE • GSK)

Learning Objectives:

- The primary components of the public sector budgeting process.
- How a municipal budget cycle works.
- The statutory requirements municipalities in New York need to follow.
- What municipal policies should be in place to guide the budgeting process.
- The role of time management in developing a municipal budget.

WEDNESDAY, MARCH 25, 2015

8:30 AM - 4:30 PM



Government Finance Institute
Governmental Financial Reporting Forum
(7.5 CPE • GSK)

For GFI Enrollees -- Prerequisite: GFI Governmental Accounting Forum

Learning Objectives:

- The sections and essential components of a financial statement.
- The elements of a letter of transmittal.
- The appropriate elements to include in the Management's Discussion and Analysis (MD&A) section.
- Key note disclosure requirements, especially those commonly misapplied in practice.
- Strategies for converting fund financial statements to government-wide (GASB 34) statements.

8:30 AM - 12:15 PM



2015 GAAP Update (4 CPE • GSK) #

This seminar will summarize recent and pending GASB guidance:

- Lease accounting for state and local governments.
- Accounting and Financial Reporting for Pensions and Pension Plans (GASB Statements No. 67 & 68).
- Changes to OPEB reporting.
- Ongoing projects on financial projections and updates to the Comprehensive Implementation Guide.

9:00 AM - 3:00 PM (Day 2)



Government Finance Institute
Governmental Accounting and Financial Reporting
(5 CPE • GSK)

See Day 1 for Learning Objectives.

1:30 PM to 5:00 PM



Ethics and Professional Conduct for New York State CPAs (4 CPE • Ethics)

This REQUIRED course is designed to provide a framework that can be used as a guide to sort through ethical dilemmas. In addition to conceptual theories, this course provides detailed guidance on the specific laws, rules, and regulations you will need in the future.

SESSION CREDIT KEY

CPE Credits: All General and Concurrent Sessions are eligible for 1 CPE credit per session except where noted.

All General and Concurrent Sessions qualify in the Government Specialized Knowledge category except where noted.

GFI Electives: All General and Concurrent Sessions are eligible except where noted.

FDN Foundation Elective
ADV Advanced Elective
No GFI credit
▲ No CPE credit
§ CPE-Advisory Services category



GFI Advanced Workshop or Forum



GFI Foundations Workshop



36TH ANNUAL CONFERENCE

MARCH 24-27, 2015

MAIL, FAX OR EMAIL THE CONFERENCE REGISTRATION AND HOTEL RESERVATION FORMS (TOGETHER) TO:
Mail NYS GFOA 126 State Street, 5th Fl. Albany, NY 12220
OR Fax 518.434.4640 OR Email events@nysgfoa.org

REGISTRATION FORM Please complete all sections.

1. ATTENDEE

First Time Attendee? Yes

Name _____ Professional Designation _____

Title _____

Entity/Company _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

2. PRE-CONFERENCE SEMINARS (TUES. & WED.)

Fees do not include the Conference program. *Fees based on postmarked & paid by dates specified.

TUESDAY (March 24, 2015) and WEDNESDAY (March 25, 2015)

GFI Fdn: Gov'tl Acctg & Financial Rptg (2 days) • 9a-4:30p/3p

RATES*	1/31/15	2/28/15	3/1/15 & AFTER
Member	<input type="checkbox"/> \$150	<input type="checkbox"/> \$160	<input type="checkbox"/> \$170
Nonmember	<input type="checkbox"/> \$300	<input type="checkbox"/> \$320	<input type="checkbox"/> \$340

TUESDAY (March 24, 2015)

GFI Adv: Governmental Accounting Forum • 9a-4:30p

RATES*	1/31/15	2/28/15	3/1/15 & AFTER
Member	<input type="checkbox"/> \$150	<input type="checkbox"/> \$160	<input type="checkbox"/> \$170
Nonmember	<input type="checkbox"/> \$300	<input type="checkbox"/> \$320	<input type="checkbox"/> \$340

GFI Fdn: The Fundamentals of Budgeting • 1:30-5p

RATES*	1/31/15	2/28/15	3/1/15 & AFTER
Member	<input type="checkbox"/> \$95	<input type="checkbox"/> \$105	<input type="checkbox"/> \$115
Nonmember	<input type="checkbox"/> \$190	<input type="checkbox"/> \$210	<input type="checkbox"/> \$230

WEDNESDAY (March 25, 2015)

GFI Adv: Governmental Financial Reporting Forum • 9a-4:30p
Prerequisite - GFI Adv: Governmental Accounting Forum

RATES*	1/31/15	2/28/15	3/1/15 & AFTER
Member	<input type="checkbox"/> \$150	<input type="checkbox"/> \$160	<input type="checkbox"/> \$170
Nonmember	<input type="checkbox"/> \$300	<input type="checkbox"/> \$320	<input type="checkbox"/> \$340

2015 GAAP Update • 8:30a-12:15p

RATES*	1/31/15	2/28/15	3/1/15 & AFTER
Member	<input type="checkbox"/> \$110	<input type="checkbox"/> \$120	<input type="checkbox"/> \$130
Nonmember	<input type="checkbox"/> \$220	<input type="checkbox"/> \$240	<input type="checkbox"/> \$260

Ethics & Professional Conduct for NYS CPAs • 1:30-5p

RATES*	1/31/15	2/28/15	3/1/15 & AFTER
Member	<input type="checkbox"/> \$150	<input type="checkbox"/> \$160	<input type="checkbox"/> \$170
Nonmember	<input type="checkbox"/> \$300	<input type="checkbox"/> \$320	<input type="checkbox"/> \$340

3. CONFERENCE (THURS. & FRI.)

Fees do not include the Pre-Conference Seminars. *Fees based on postmarked & paid by dates specified.

RATES*	1/31/15	2/28/15	3/1/15 & AFTER
Member	<input type="checkbox"/> \$195	<input type="checkbox"/> \$205	<input type="checkbox"/> \$225
Nonmember (Gov't Sector)	<input type="checkbox"/> \$295	<input type="checkbox"/> \$305	<input type="checkbox"/> \$325
Nonmember (Private Sector)	<input type="checkbox"/> \$390	<input type="checkbox"/> \$410	<input type="checkbox"/> \$430

Annual Conference Meals

The following meals are included. Please check if you will attend.

Wednesday (March 25, 2015) Welcome Reception

Thursday (March 26, 2015) Breakfast Lunch Dinner

Friday (March 27, 2015) Breakfast

4. 2015 MEMBERSHIP: RENEWAL OR JOIN NOW

RATES PER MEMBER	GOV'T	PRIVATE
1-3 Members per entity	<input type="checkbox"/> \$165	<input type="checkbox"/> \$395
4-8 Members per entity	<input type="checkbox"/> \$150	<input type="checkbox"/> \$350
9+ Members per entity	<input type="checkbox"/> \$135	<input type="checkbox"/> \$315
1st Time Member (DISCOUNTED)	<input type="checkbox"/> \$80	<input type="checkbox"/> \$190
RATE PER MEMBER	RETIREE	STUDENT
Other	<input type="checkbox"/> \$25	<input type="checkbox"/> \$25

To obtain the volume discount, all membership applications/renewals must be submitted together. To determine your individual dues, please check within your organization for the total number of members or call NYS GFOA at 518.465.1512 for assistance.

5. TOTAL FEES & PAYMENT

Please make Conference registration checks/vouchers payable to NYS GFOA.

Pre-Conference Seminar(s) \$ _____

Annual Conference \$ _____

Membership \$ _____

Total Payment \$ _____

NYS GFOA CONFERENCE QUESTIONS

Phone 518.465.1512 Email events@nysgfoa.org

IMPORTANT REMINDERS & CANCELLATION

When you return your conference registration form to NYS GFOA, please INCLUDE the hotel reservation form with it if you need a hotel room. Conference registration confirmations are emailed to the address provided on your form.

Conference registration forms must be submitted to NYS GFOA by 5:00pm on March 11, 2015. After March 11, 2015, you may register for the Conference on site at the Albany Marriott.

Cancellations & Changes: Registration cancellations by March 11, 2015 will be charged and administrative fee of \$25.00. Cancellations March 12, 2015 and AFTER will not be refunded. Cancellations and changes must be made in writing (email/fax/mail) to NYS GFOA. No shows will not be refunded.



36TH ANNUAL CONFERENCE

MARCH 24-27, 2015

NYS GOVERNMENT FINANCE OFFICERS' ASSOCIATION, INC.

MAIL, FAX OR EMAIL THE HOTEL RESERVATION AND CONFERENCE REGISTRATION FORMS (TOGETHER) TO:
Mail NYS GFOA 126 State Street, 5th Fl. Albany, NY 12207
OR Fax 518.434.4640 OR Email events@nysgfoa.org

HOTEL RESERVATION FORM

Conference room rates available March 23-26, 2015.

You must register for the conference to receive the hotel conference rate. Conference registration and hotel reservation forms must be sent to NYS GFOA TOGETHER.

Reservations are assigned on a first-come, first-served basis and according to room availability. **RESERVE EARLY!**

- Must be guaranteed by one night's deposit (made payable to the hotel) or credit card.
- There are no guarantees that you will be placed in your preferred hotel.
- Confirmations will be emailed to you directly from the hotel.
- Conference room block cut off date is **March 1, 2015**.
- Rooms in the conference block typically sell out **EARLY!**
- Reservations made after **March 1, 2015** are on a space available basis only.
- Conference rates are not guaranteed after **March 1, 2015**.
- Have your confirmation information with you at check in.

RESERVATION INFORMATION

ONE FORM PER PERSON

Name _____

Title _____

Entity/Company _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Email _____

INDICATE YOUR PREFERRED HOTEL (prices do not include 14% tax)

- Marriott Hotel \$138 Holiday Inn \$128

Arrival Date _____ Departure Date _____

ROOM REQUESTS

- Smoking Non-Smoking

(Please note: All Marriott properties are 100% smoke free)

- King Double Handicap Accessible

Roommate's name, if applicable _____
(Include a separate form for each roommate)

Hotel Rewards Number: _____

HOTEL PAYMENT

- Tax exempt forms must be submitted with reservation forms.
- Payment must be made by the tax-exempt entity to retain tax exemption.

CHARGE TO

- Check/PO/Voucher enclosed (*Payable to hotel selected*)
 American Express MasterCard Visa Discover

Credit Card # _____

Signature _____

Exp. Date _____

HOTEL QUESTIONS

Marriott 518.458.8444 Holiday Inn 518.458.7250

NYS GFOA CONFERENCE QUESTIONS

Phone 518.465.1512 Email events@nysgfoa.org

IMPORTANT REMINDERS & CANCELLATION

Room reservations in the group block are for registered conference attendees ONLY. IF you need a hotel room, INCLUDE the hotel reservation form ALONG WITH your Conference Registration form to NYS GFOA.

IF you need a hotel room, DO NOT delay. The group block fills quickly and always before the cut off date. Once the Marriott group block is filled, registrants will be placed in the Holiday Inn. You may select the Holiday Inn as your first choice hotel if you prefer. Hotel reservation confirmations are emailed to the email address provided on your form.

Cancellations & Changes: Hotel reservation changes AND cancellations must be made in writing and submitted directly to NYS GFOA BY 5:00pm on March 1, 2015. AFTER March 1, 2015, hotel reservation changes and cancellations must be made directly with the hotel. Cancellations must be made no later than 6:00pm on the day of your arrival to receive a refund or avoid a charge.