

DIVISION OF ACCOUNTS AND REPORTS – TRAINING SCHEDULE – SPRING 2009

BUDGET WORKSHOPS

This workshop is designed for those who are new to Kansas Municipal Budgeting and to those who wish to update their skills. The workshop is comprised of a morning and afternoon session; all registrants attend the morning session, and those desiring more ‘hands-on’ training are encouraged to stay for the afternoon session.

Morning session topics include:

- **Changes to the Budget Forms**
- Municipal Services Website
- Budget and Cash Basis Law
- Budget Timeline
- Budget Forms, Budget Pages, Types of Funds
- Lessons Learned from Prior Year’s Budgets

The afternoon session will consist of preparing a city budget using an Excel Spreadsheet with formulas and will build upon topics presented in the morning session.

Early Registrations & Payment (by March 20th)

- \$50 per each municipal official
- \$100 per each non-municipal official

Late Registration & Payment (after March 20th)

- \$75 per each municipal official
- \$125 per each non-municipal official

Training qualifies for three or six hours of CPE

Please select your choice of location:

- _____ March 30, 2009 – Topeka
- _____ April 1, 2009 – Iola
- _____ April 6, 2009 – Garden City
- _____ April 7, 2009 – Colby
- _____ April 8, 2009 – Hays
- _____ April 9, 2009 – Salina
- _____ April 14, 2009 – Wichita

MUNICIPAL SEMINARS

This seminar is designed for municipal officials and CPAs and includes the following topics:

- Municipal Legislative Updates
- **Changes to the Budget Forms**
- Attorney General Opinions that impact Municipalities
- Other topics concerning Municipal Accounting and Budgeting

Early Registration and Payment (by May 22nd)

- \$50 per each municipal official
- \$100 per each non-municipal official

Late Registration and Payment (after May 22nd)

- \$75 per each municipal official
- \$125 per each non-municipal official

Training qualifies for three hours of CPE

Please select your choice of location:

- _____ June 8, 2009 – Topeka
- _____ June 10, 2009 - Iola
- _____ June 15, 2009 - Wichita
- _____ June 17, 2009 – Overland Park
- _____ June 22, 2009 – Garden City
- _____ June 23, 2009 – Colby
- _____ June 24, 2009 - Hays
- _____ June 25, 2009 – Salina

REGISTRATION

(Name – Please Print)

E-mail Address

Employer

Address

City, State, Zip

Phone Number

Fax Number

Three ways to register:

Fax the Registration Form to (785) 368-6691

Email Registration Form to: Mark(see below)

Mail the Registration Form to:

The Division of Accounts and Reports

Attn: Mark Handshy

900 SW Jackson, Room 351-South

Topeka, Kansas 66612-1248

Complete the registration information above and return to our office. Make checks payable to the Division of Accounts and Reports for the total cost of training. A confirmation will be sent to you. If you have questions, please contact Mark Handshy at (785) 296-4799 or by email at Mark.Handshy@da.ks.gov.

For credit card payments, please use either of the following links and follow the instructions on the credit card form:

<http://da.ks.gov/ar/muniserv/creditcardform.xls>

<http://da.ks.gov/ar/muniserv/creditcardform.pdf>

Refund Policy: Full refund if cancelled prior to class date. \$25.00 cancellation fee assessed if cancellation occurs on or after the class date. Substitutions are welcome and attendance at another training session is permitted.