

## DIVISION OF ACCOUNTS AND REPORTS – TRAINING SCHEDULE – SPRING 2010

### 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 26th)**

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

#### **Late Registration & Payment (after March 26th)**

- \$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:**

- \_\_\_\_\_ April 1, 2010 – Iola
- \_\_\_\_\_ April 6, 2010 – Topeka
- \_\_\_\_\_ April 7, 2010 – Leavenworth
- \_\_\_\_\_ April 13, 2010 – Wichita
- \_\_\_\_\_ April 19, 2010 – Garden City
- \_\_\_\_\_ April 20, 2010 – Colby
- \_\_\_\_\_ April 21, 2010 – Hays
- \_\_\_\_\_ April 22, 2010 – Salina

### 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 21st)**

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

#### **Late Registration and Payment (after May 21st)**

- \$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 3, 2010 – Wichita
- \_\_\_\_\_ June 8, 2010 – Overland Park
- \_\_\_\_\_ June 9, 2010 - Iola
- \_\_\_\_\_ June 10, 2010 – Topeka
- \_\_\_\_\_ June 14, 2010 – Garden City
- \_\_\_\_\_ June 15, 2010 – Colby
- \_\_\_\_\_ June 16, 2010 - Hays
- \_\_\_\_\_ June 17, 2010 – 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) 296-1477

Email Registration Form to: Mark(see below)

Mail the Registration Form with payment 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](mailto:mark.handshy@da.ks.gov).

For credit card payments, please use the following link and follow the instructions on the credit card form:

[workshops/seminars credit card form.xls](#)

**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.