

DIVISION OF ACCOUNTS AND REPORTS – TRAINING SCHEDULE – SPRING 2008

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 14th)

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

Late Registration & Payment (after March 14th)

- \$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 2, 2008 – Iola
- _____ April 7, 2008 – Pratt
- _____ April 8, 2008 – Garden City
- _____ April 9, 2008 – Colby
- _____ April 10, 2008 – Hays
- _____ April 14, 2008 – Salina
- _____ April 16, 2008 – Wichita
- _____ April 18, 2008 – Topeka

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 9th)

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

Late Registration and Payment (after May 9th)

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

Training qualifies for three hours of CPE

Please select your choice of location:

- _____ May 19, 2008 – Pratt
- _____ May 20, 2008 - Garden City
- _____ May 21, 2008 - Colby
- _____ May 22, 2008 - Hays
- _____ May 28, 2008 - Salina
- _____ May 29, 2008 - Topeka
- _____ June 2, 2008 - Iola
- _____ June 4, 2008 – Wichita
- _____ June 6, 2008 – Overland Park

REGISTRATION

(Name – Please Print)

E-mail Address

Employer

Address

City, State, Zip

Phone Number

Fax Number

Two ways to register:

Fax the Registration Form to (785) 368-6691

Mail the Registration Form to:

The Division of Accounts and Reports
Municipal Services Section
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.

BASICS OF BUDGETING

Workshops are from 9 a.m. to 4 p.m.

- April 2nd Iola – Allen County Courthouse
1 North Washington
Basement Assembly Room
- April 7th Pratt – Pratt County Community College
348 NE State Road 61
Riney Student Center – Room 312
- April 8th Garden City – Lee Richardson Zoo
Finnup Center
312 Finnup Drive
- April 9th Colby – Colby Community Building
525 East 5th Street
Little Theater
- April 10th Hays – Ellis County Building
601 Main Street
Conference Room
- April 14th Salina – Law Enforcement Center
251 North 10th Street
Conference Room
- April 16th Wichita – WSU Metro Complex
29th and Oliver
Entrance C, Room 132
- April 18th Topeka – Topeka & Shawnee County Public Library
1515 SW 10th Street
Marvin Auditorium, Room 101A

MUNICIPAL SEMINARS

Seminars are from 9 a.m. to noon

- May 19th Pratt – Pratt County Community College
348 NE State Road 61
Riney Student Center – Room 312
- May 20th Garden City – Lee Richardson Zoo
Finnup Center
312 Finnup Drive
- May 21st Colby – Colby Community Building
525 East 5th Street
Little Theater
- May 22nd Hays – Fort Hays State University
600 Part Street
McCartney Hall, Room 104
- May 28th Salina – Kansas Wesleyan University
4th and Cloud
Peters Science Hall, Room 201
- May 29th Topeka – Topeka & Shawnee County Public Library
1515 SW 10th Street
Marvin Auditorium, Room 101B
- June 2nd Iola – Allen County Community College
1801 North Cottonwood
Barclay Lecture Hall, A27
- June 4th Wichita – WSU Metro Complex
29th and Oliver
Entrance C, Room 132
- June 6th Overland Park – KU Edwards Campus
12600 Quivira Road (near I-435)
Regents Center, Room 110