



Budgeting

Mastering the Basics

Burnaby, BC
November 17, 2010



Learn all aspects of budgeting from business planning, techniques for developing estimates, capital budgeting and presenting the budget to Council and the public.

WORKSHOP OBJECTIVES:

To review all aspects of budgeting for local government, from linking the budget to the strategic plan, to presenting the finished product to council.

WHO SHOULD ATTEND:

This seminar was designed for the local government finance officer who is responsible for, and prepares the municipal budget, along with any municipal employee who wishes to gain a better understanding of budgeting practices within the organization.

BENEFITS OF ATTENDING:

Participants gain an understanding of the overall budget process and governing legislation while reviewing examples that have worked well in both larger and smaller municipalities. There will be opportunity for group discussion and sharing of experiences with other finance officers who have similar roles and responsibilities.

SPECIFIC TOPICS TO BE COVERED:

- Overview of why Municipalities do financial planning
- Legislative requirements for financial planning
- How financial planning fits in with corporate goals and objectives
- Financial plan development, operating and capital
- Financial plan presentation and finalization

These topics will be presented in a one day session utilizing a mix of presentation and group discussion.

ABOUT THE WORKSHOP LEADER:

Janice Irwin is the Manager of Financial Services for the City of North Vancouver. She has worked in many areas of finance since moving to Vancouver from Alberta in 1992, including property tax and utility rates, financial reporting, budgeting and financial planning, and financial system planning and implementation. In her current position she is responsible for tangible capital asset accounting implementation, financial reporting, financial accounting, property tax and utility billing and collections and she also manages the City's investment portfolio.

Keith Grayston is Director, Financial Services with the City of Kelowna and has worked with the Financial Services Department of the city for 18 years. After graduating from the University of Alberta in 1980 with a Bachelor of Commerce degree, he returned to Yellowknife to work. In 1986, Keith and his wife relocated to Kelowna. He received his CGA designation shortly after starting work with the City. In addition to his financial administration responsibilities, he oversees Municipal Police operations.

The workshop will be led by one or more of the above.

Workshop Location & Dates

November 17, 2010
Delta Grand Villa Burnaby
4331 Dominion Street
Burnaby, BC

8:30 a.m. – 4:30 p.m.

Accommodations

Delta Grand Villa Burnaby
Burnaby, BC
1-800-268-1133
Ask for GFOA BC Rate - \$119/night

Registration Fees

\$275 + HST – members

\$225 + HST – 2nd and 3rd participants from your municipality (limit of 3 per municipality)

Or register using PD points - 7 required for the 1st person/6 required for 2nd and subsequent

Registration includes coffee, muffins & lunch.

A maximum of 20 people will be allowed in the course; a minimum of 15 people are required to proceed.

*This course provides 7 verifiable hours of training.
Check with your professional association to confirm that this qualifies for your personal CPD record.*

