

INTRODUCTION TO GOVERNMENTAL ACCOUNTING BOOT CAMP

The FGFOA is offering an intense, two-day workshop for beginners that will introduce the basics of accounting and financial reporting for state and local governments. The intricacies of fund accounting will be reviewed, including the various bases of accounting used to record governmental transactions. In addition, accountability through budgetary methodologies and control mechanisms will be covered as well as budgetary accounting concepts. The Beginner Boot Camp has been held at the School of Governmental Finance for the past 11 years and has sold out each time. Space is limited, applicants should sign up as soon as possible.

The two-day "Introduction to Governmental Accounting Boot Camp" will be led by Lynda M. Dennis, CPA, Ph.D. and will qualify attendees for 16 hours of AA CPE.



Lynda M. Dennis, received her Ph.D. in Public Affairs and her Master's in Public Administration from the University of Central Florida; she received her bachelor's degree in accounting and finance from the University of West Florida. She is a Florida CPA and Certified

Government Finance Officer. Lynda is a full-time lecturer in the Kenneth Dixon School of Accounting at the University of Central Florida. Additionally, she is a contract CPE discussion leader and course developer in the areas of accounting and reporting for governmental and not-for-profit organizations.

Her experience includes serving as a chief financial officer in governmental and not-for-profit organizations primarily in Florida, as well as working as an auditor for local and Big 4 firms with an emphasis in the insurance, government, and not-for-profit sectors.

Lynda actively participates in committee and other volunteer work for the AICPA and FICPA, and is a frequent speaker at governmental and not-for-profit accounting conferences. She has published a number of CPE courses, as well as a book on strategy implementation (both for governmental and not-for-profit organizations) for the AICPA and a public finance primer for the American Public Works Association.

In addition, she updated the AICPA State and Local Government Accounting and Audit Guide from 2009 to 2012 and the AICPA State and Local Government Disclosure Checklist from 2010 to 2012.

Who should attend?

- ▶ New accounting/auditing staff
- ▶ Accounting staff desiring to move into other accounting positions
- ▶ Managers and supervisors with limited technical accounting expertise
- ▶ Anyone in need of brushing up on governmental accounting basics

After attending the Beginner Boot Camp, participants will:

- ▶ Have a working knowledge of fund types and categories
- ▶ Recognize the types of transactions to be recorded in various fund categories
- ▶ Understand the relationship between accounting financial reporting and budgetary accountability
- ▶ Know how to record routine transactions for governmental and business-type activities
- ▶ Be familiar with the financial reporting model for state and local governments

Additional Information

Certificates of Attendance will be awarded, along with a booklet of all handout materials and references.

Class size is limited for intense, hands-on interaction between the speaker and participants. Pre-registration and a separate fee are required for this two-day event. See registration form.

For more information, contact **Karen Pastula** at kpastula@flcities.com or **(850) 701-3618**.



BEGINNER BOOT CAMP

Day One

CPE Credits: 8 Hours

The Government Environment 8:00 a.m. - 9:40 a.m.

This first session of the two-day boot camp will introduce attendees to general accounting and the GASB standard setting of the government environment, explaining the difference from the private sector.

Fund Accounting and the Financial Statements 10:00 a.m. - 11:40 a.m.

This session will discuss fund accounting and financial statements, how to create funds, the categories of funds and fund types.

Typical Government Transactions 1:00 p.m. - 2:40 p.m.

This session will discuss typical government transactions, such as assets, liabilities, revenues and gains, nonexchange transactions, expenses/expenditures and leases, and other sources and uses.

Budgeting and Internal Control 3:00 p.m. - 4:40 p.m.

This last session of the day will start with the role of the budget, budget formats, encumbrances and exploring real-world budgets. It will finish with the COSO internal control framework.

Day Two

CPE Credits: 8 Hours

Review of Governmental Accounting and Reporting 8:00 a.m. - 9:40 a.m.

This first session will review governmental accounting and reporting by discussing government activities, categories and types of funds, measurement focus and basis of accounting.

The Financial Reporting Entity and Discussion of Various Accounting Issues 10:00 a.m. - 11:40 a.m.

This session will discuss the financial reporting entity and various accounting issues such as investments, fixed assets and depreciation, general long-term liabilities and debt service, year-end accruals and fund equity.

Financial Reporting 1:00 p.m. - 2:40 p.m.

This session will discuss basic financial statements, government-wide, fund level, major funds, budget-to-actual comparison and the MD&A. Attendees will get hands-on practice by exploring real-world financial statements.

Accounting for Grants 3:00 p.m. - 4:40 p.m.

This final session of the two-day boot camp will review the allowable costs for grants, requirements of the Uniform Guidance, cost concepts and cost allocations.