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**The FGFOA Free Internet Based Webinar Series presents  
“Budget Preparation and Communicating Budget to Elected Officials”**

**Thursday, May 21, 2020  
2:00 p.m. – 3:40 p.m. EDT  
CPE: 2 Hours TB  
Field of Study: Budgeting**

**Presenter:** Diane Reichard, Chief Financial Officer, Plant City

**Overview:** This webinar cover topics related to budget preparation during a typical budget year including budget planning, legislative requirements, policies, CIP, and debt. This webinar will also cover best practices for communicating your budget to elected officials. The objective of this session is to provide FGFOA members with an understanding of the budget preparation process and the best way to communicate that budget to elected officials.

**Learning Objectives:**

- Recognize the different roles of “key players”
- Understand the budget process
- Understand how legislative requirements impact budget preparation
- Learn best practices for presenting your budget to elected officials

Participation is free and only available to current FGFOA Members.

**You will need your FGFOA member ID to register for this webinar. Please [click here](#) to log into your member profile.**

Click on the link below to register:

**<https://attendee.gotowebinar.com/register/1479197589004556302>**

**NOTE: All Webinar information will be sent via email. Please confirm that you enter your correct email address when registering.**

After registering you will receive a confirmation email containing information about joining the Webinar. This confirmation is unique to you, and you will need the link to log-in and connect to the Webinar. Once presentation are received they will be posted at [www.fgfoa.org](http://www.fgfoa.org) under presentations.

CPE Reporting Verification: Your participation will be recorded through the webinar software. You must be present and signed in the entire 100 minutes to receive credit. The FGFOA will receive a verification report after the webinar and will prepare the CPE certificates. You should receive your certificate via email in approximately 30 days. This program being offered free of charge.

**System Requirements**

PC-based attendees

Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees

Required: Mac OS® X 10.4.11 (Tiger®) or newer

For additional information regarding registration please contact Karen Pastula, at [kpastula@frcities.com](mailto:kpastula@frcities.com)

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