



# Pre-Conference Program Descriptions

(Programs Subject to Change)

Tuesday, 3/26/19 | 8:30 AM to 12:00 PM

**Excel: Basic Tools for the Finance Officer**

## Program Description:

This session is for individuals who are new to Excel or have been using it in a cursory way and want to expand their skills.

Items covered during this program include:

- Cell Fills;
- Shrink to fit;
- Basic Analysis;
- Relative, mixed and absolute cell reference;
- Working with multiple sheets;
- Conditional formatting;
- Application of basic if statements;
- Table sorting;
- Countif and Sumif; and
- Creating drop down menus with data validation.

**Program Note:** Attendees must bring their own laptop to participate in this program. The template utilized in the session will be provided to attendees in advance of the program. Pre-uploading of the template to your laptop prior to attending the program is strongly encouraged.

**4 CPE GSK / 4 GFI Elective Credits**

Tuesday, 3/26/19 | 8:30 AM to 4:30 PM

### GFI Advanced Forum: Accounting

#### Program Description:

This one-day forum builds and expands on the accounting concepts covered in the GFI Foundations Workshop: Fundamentals of Governmental Accounting and Financial Reporting in the Public Sector.

This forum will cover how to:

- Identify the appropriate fund to use for a given function or activity;
- Properly apply specialized public-sector accounting classifications;
- Make proper capital project accounting entries;
- Make basic budgetary journal entries and determine when a budgetary comparison is required and at what level of detail;
- Common errors to avoid in the Annual Update Document (AUD); and
- Utilize a Year-End Financial Closing Checklist and Annual Audit Preparation Checklist.

7.5 CPE GSK / GFI Advanced Forum

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Tuesday, 3/26/19 | 9:00 AM to 4:30 PM and Wednesday, 3/27/19 | 9:00 AM to 3:00 PM

### GFI Foundations Workshop: Accounting and Financial Reporting in the Public Sector (2-Day Workshop)

#### Program Description:

This two-day workshop will provide a general introduction to governmental accounting concepts and the various types of financial reporting produced in the public sector.

This workshop will cover:

- Basic concepts of governmental fund accounting;
- Generally Accepted Accounting Principles (GAAP) as they apply to governments;
- Non-GAAP financial reporting models including Other Comprehensive Basis of Accounting (OCBOA) methods
- The components of governmental financial statements including the government-wide financial statements, fund financial statements and notes to the financial statements.
- The different types of external financial reporting including the statutorily required Annual Update Document (AUD) and the Comprehensive Annual Financial Report (CAFR).

Day 1: 7 CPE GSK / GFI Foundations Workshop

Day 2: 5 CPE GSK / GFI Foundations Workshop

Tuesday, 3/26/19 | 1:00 PM to 4:30 PM

### Ethics and Professional Conduct for New York State CPAs

#### Program Description:

This session is the State-approved ethics training program licensed Certified Public Accountants (CPAs) need to complete to every three years to maintain their CPA license in New York.

4 CPE Ethics / 4 GFI Advanced Credits (Ethics)

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Wednesday, 3/27/19 | 8:30 AM to 12:00 PM

### Excel: Advanced Tools for the Finance Officer

#### Program Description:

This session is for those who are more adept at Excel or who have already participated in the Excel Basics program offered on March 26th.

Items covered during this program include:

- Application of Countifs and Sumifs;
- Using pivot tables for analysis, reporting and to create a dashboard;
- Using Vlookup tables and using lookups as an alternative to nested if statements;
- Applications of advanced data validation to create smart worksheets for government finance; and
- Advanced time functions and project tracking.

**Program Note:** Attendees must bring their own laptop to participate in this program. The template utilized in the session will be provided to attendees in advance of the program. Pre-uploading of the template to your laptop prior to attending the program is strongly encouraged.

4 CPE GSK / 4 GFI Elective Credits

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Wednesday, 3/27/19 | 8:30 AM to 4:30 PM

## GFI Advanced Forum: Financial Reporting

### Program Description:

This one-day forum builds and expands on the financial reporting concepts covered in the GFI Foundations Workshop: Fundamentals of Governmental Accounting and Financial Reporting in the Public Sector.

The forum will focus on:

- Reviewing and comparing the different types of governmental financial statements;
- How to select the appropriate fund to use to account for a given function or activity;
- Identifying the basic steps in converting governmental fund data for inclusion in government-wide financial statements;
- The various disclosures and footnotes utilized in governmental financial statements;
- The latest GASB pronouncements; and
- The tools needed to create an effective Management's Discussion and Analysis (MD&A) section in governmental financial statements.

## 7.5 CPE GSK / GFI Advanced Forum

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Wednesday, 3/27/19 | 1:00 PM to 4:30 PM

## 2019 GAAP Update

### Program Description:

Dean Mead, Senior Research Manager for the Governmental Accounting Standards Board (GASB), provides an annual half-day program covering what GASB has enacted over the past year. He will also address their current agenda, including an update on their proposal to amend the financial reporting model (GASB 34).

4 CPE GSK / 4 GFI Elective Credits

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Wednesday, 3/27/19 | 1:00 PM to 4:30 PM

## Ethics for Non-CPAs in the Public Sector

### Program Description:

This program focuses on municipal Codes of Ethics and the handling of ethical situations in a municipal government environment. Concepts are augmented by case studies.

Program Note: This program qualifies for Ethics credit in NYGFOA's Advanced GFI Certificate program as well as 4 CPE in the area of Government Specialized Knowledge. This program is not approved to meet the triennial Ethics requirement for Certified Public Accountants (CPAs) in New York.

4 CPE GSK / 4 GFI Credits (Ethics)

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