The Institute of Governmental Finance offers a unique weekend-long program in governmental budgeting, accounting, and finance for local and state government employees, as well as for elected officials who have very little or no background in these areas.

**COURSE SEQUENCE**

- **Governmental Budgeting:** 12 Contact Hours
- **Governmental Accounting:** 12 Contact Hours
- **Governmental Finance:** 12 Contact Hours + Competency Examination

**COURSE OVERVIEW**

Budgeting, accounting, and finance are often viewed as complex activities and, at times, mysterious by those who are not familiar with them yet no organization, large or small, can function without some knowledge of these areas. Even those who do not deal with them on a regular basis have to know something about what goes into budget preparation, how to read a financial statement, and what measures to take to efficiently manage the financial resources of a government. The primary goal of this program is to provide the practitioners in government with a set of knowledge and skills that will help them to better understand the essentials of governmental budgeting, accounting, and finance. At a minimum, it will help them learn:

- how to develop a simple revenue budget
- how to develop a simple expenditure budget
- how to develop a simple capital budget
- how to implement and analyze a government budget
- the language of governmental fund accounting
- basic governmental bookkeeping
- the relationship between budgeting and financial reporting
- to understand and use government financial statements
- what financial statements auditors are looking for during their annual visits
- the basic concepts of financing government
- how to design user fees and charges
- how to improve and streamline purchasing activities
- how basic internal controls can reduce and control risk
- how to maximize revenues
- the basics of inter-fund transfers

**APPLICATION FORM**

Name
Home Phone
Home Address

City State Zip
Current Position
Government Organization
Business Phone
Business Address
City State Zip
Primary e-mail

Applicant Information
Please list course titles, institutions, and dates of previous courses, seminars, or other relevant course work taken:

Please provide a brief description of your past administrative experience, if any, and future plans:

**PAYMENT INFORMATION**

I am enclosing a check for $ ______ payable to Institute of Governmental Finance, Texas Tech University
Please charge my $ ______ registration fee to: 
- Visa
- Master Card
- Discover
- American Express

Card Number
Expiration Date
Cardholder’s Signature

Persons with disabilities who may need auxiliary aids or services are requested to call 806.742.7202 ext. 270 at least two days in advance of participation so that appropriate arrangements can be made.
Program Administration
Aman Khan, Ph.D., Director, Institute of Governmental Finance
Terry Patton, Ph.D., CPA, CGFM, Associate Director, Institute of Governmental Finance
Karen Rhodes-Whitley, CPM, RTA/C, Associate Director, Institute of Governmental Finance
Karen R. Austin, MPA, MBA, CPFO, Associate Director, Institute of Governmental Finance

Program Coordinator
Terry Patton, Ph.D., CPA, CGFM

Dean, Dillard College of Business Administration and Robert Madera Distinguished Professor of Accounting
Midwestern State University
3410 Taft Blvd.
Wichita Falls, Texas 76308
E-mail: terry.patton@mwsu.edu
Phone: 940.397.4542

Program Faculty
Aman Khan, Ph.D., Director of the Institute, is currently Professor of Political Science and Public Administration at Texas Tech University. Trained as an economist and planner, Dr. Khan received his Ph.D. degree in Public Administration with specialization in public budgeting and finance from the University of Pittsburgh, Pennsylvania.

Terry Patton, Ph.D., CPA, CGFM, Associate Director of the Institute, is currently the Robert Madera Distinguished Professor of Accounting at Midwestern State University in Wichita Falls, Texas, where he teaches governmental accounting and auditing courses. He is the author of numerous articles on governmental accounting, coauthor of a leading governmental accounting textbook, Introduction to Governmental and Not-for-Profit Accounting, 7th Edition (Pearson), and was coauthor of PPC’s Guide to Governmental Financial Reporting Model: Implementing GASB’s No. 34. Previously, Dr. Patton was the Research Manager at the Governmental Accounting Standard Board (GASB).

Karen Rhodes-Whitley, CPM, RTA/C, Associate Director of the Institute, is currently the Director of Budget & Research for the City of Plano, Texas, and has over 30 years of financial budgeting experience. She has been with the City of Plano for 22 years, 14 of which she has served as the Budget Director. In addition to her Budget duties, she is also Past President of Texas GFOA and serves on the Economic Development and Capital Planning Committee of the National GFOA. Ms. Rhodes-Whitley was recently named to serve on the Texas Municipal League Board of Directors representing the Texas GFOA. She holds a BBA from the University of Texas at Austin and is currently working on her MPA at the University of Texas at Dallas. She is also a Certified Public Manager and a Registered Tax Assessor-Collector. She has been a speaker on various budget topics at GFOA, GFOAT, TML and ICMA Conferences.

Ken R. Austin, MPA, MBA, CPFO, Associate Director of the Institute, is a consultant in finance and has over sixteen years of experience in governmental finance and several years in city administration, with specialization in accounting, budgeting, municipal court, procurement, treasury management and utility billing. Mr. Austin previously served as the Finance Director of City of Prosper and University Park, Texas. He earned a bachelor’s degree in business finance from University of Nebraska at Omaha, an MPA from the University of Kansas, and MBA from the University of Dallas, Texas. He earned the Certified Public Finance Officer (CPFO) designation from GFOA in 2001. Mr. Austin served as President of Government Finance Officers Association of Texas (GFOAT) in 2012-2013 and also served as a member of GFOA’s Treasury and Investment Management Committee, from 2007-2012. He lives in Dallas with his wife Kelly; they have two children, Mark and Kara.

Application
Enrollment is limited to a maximum of 25 students. Participants, therefore, must apply for admission into the program in advance to secure a place. To apply, complete the enclosed application form or download the form at www.depts/politicalscience/cpa. For more information on the location of program offerings and the application process, please contact Era Ibarra at 806.834.3729 or via e-mail at era.ibarra@ttu.edu, or visit our website at www.depts/politicalscience/cpa

Application Submission Options
- Fax your completed application form to 806.742.0850, attention Era Ibarra
- Scan the completed document, and e-mail it as an attachment to era.ibarra@ttu.edu
- Mail your completed application form by regular mail to:
  Era Ibarra | MPA Program
  Texas Tech University
  120 Holden Hall | Lubbock, Texas 79409

Timeline
Application Period
Notification of Acceptance
Registration Period
Throughout the year
Four Weeks before each session
Two Weeks before each session

Location
The program will be offered each fall in Dallas-Fort Worth area through the Graduate Program in Public Administration, College of Arts and Sciences at Texas Tech University with the option to offer it in Austin and Houston-San Antonio area in the future.

Program Schedule
DALLAS-Ft. WORTH
DATES: Monday, October 5, 2015 through Friday, October 9, 2015
LOCATION: North Central Texas Council of Governments (NCTCG)
616 Six Flags Drive | Arlington, Texas 76011
(William J. Pittsick Conference Room)

Fees
The total cost of the program will be $975, including lunch, refreshments, course materials and supplies, plus a $150 examination fee. The cost of two tracks will be $750, which will include the usual expenses, plus the $150 examination fee. Payment must be made by Visa, Master Card, Discover or American Express. There is no need to include payment with the application form.

Cancellations/Refunds
Refunds, less a $50 processing fee, will be granted for refund requests received fifteen days prior to each session. Thereafter, refunds will not be granted.

Other Business
Questions regarding course contents for individual tracks should be directed to the respective faculty member:

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