The Institute of Governmental Finance at Texas Tech University offers a unique week-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
IN PUBLIC FINANCE

GENERAL INFORMATION
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
Kent R. Austin, MPA, MBA, CFPO, Associate Director, Institute of Governmental Finance

Program Coordinator
Terry Patton, Ph.D., CPA, CGFM
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PROGRAM FACULTY
Aman Khan, Ph.D., Director of the Institute, is currently Professor of Political Science and Public Administration at Texas Tech University in Lubbock, Texas, where he teaches public budgeting, financial management, and quantitative methods. The author, co-author, editor, and co-editor of numerous books and professional publications, he serves on the editorial boards of several professional journals. He previously served as Director of the Graduate Program in 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). In his eight years at the GASB, he was part of the project team on numerous GASB Standards, including major projects such as GASB Statement No. 34, Basic Financial Statements: Management’s Discussion and Analysis - For State and Local Governments.

Karen Rhodes-Whitley, CPM, RTA/C, MPA 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 degree in Business, a Master’s degree in Public Administration from the University of Texas at Dallas. She also has 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.

Kent R. Austin, MPA, MBA, CFPO, Associate Director of the Institute, is currently the Finance Director of the City of North Richland Hills and has over 17 years of experience in government 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 the University of Nebraska at Omaha, an MPA from the University of Kansas, and MBA from the University of Dallas, Texas.

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.

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.

REQUIREMENTS
There is no prerequisite for admission to the program. Most participants are expected to complete all three tracks of the program (governmental budgeting, governmental accounting, and governmental finance) and take the competency test to receive the Certificate. However, a limited number of partial admissions will be available to those who wish to complete any two tracks upon approval by the institute director, but to be eligible for the Certificate, they must take the competency examination. The coursework will be fairly thorough, but at a pace commensurate with the general background of the participants.

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/mpa. For more information on the location of program offerings and the application process, please contact Era Ibarra at 806.834.3779 or via e-mail at era.ibarra@ttu.edu, or visit our website at www.depts/politicalscience/mpa

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

NOTIFICATION OF ACCEPTANCE
The notification of acceptance will be made via e-mail.

PROGRAM SCHEDULE
DALLAS-FORT WORTH
DATES
Monday, October 3, 2016
through
Friday, October 7, 2016
LOCATION
North Central Texas Council of Governments
616 Six Flags Drive | Arlington, Texas 76011
(William J. Pitstick Conference Room)
FEES
The total cost of the program will be $1050, which will include breakfast, lunch, refreshments, course materials and supplies, plus a $150 examination fee. The cost of two tracks will be $852, which will include the usual expenses, plus the $150 examination fee. Payment must be made by check, 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, only partial refunds will be granted.

OTHER BUSINESS
Questions regarding course content for individual tracks should be directed to the respective faculty member.

GOVERNMENTAL BUDGETING
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