



Preconference Professional Development Sessions 2017

What:

We will be offering 3 separate sessions the day prior to our annual conference

- **Business Case Analysis**
- **Advanced CaseWare Workshop**
- **Asset Management - Latest Best Practices**

Detailed outlines below

When:

September 12th 2017 8:30am to 4:30pm

Where:

Marriott Hotel Saskatchewan, Regina Saskatchewan

Why:

Participants can save money on travel by combining their professional development with our annual conference for up to 24 verifiable hours.

How to register:

Each of the sessions costs \$360 plus gst

You can register for a session and/or the conference at:

<http://www.civicinfo.bc.ca/event/2017/GFOAWCDelegates.asp>

There are minimum and maximum numbers for each course. Please register early to avoid disappointment.

Business Case Analysis

Course Objectives:

This seminar will provide people with the tools to prepare and present effective business cases that will optimize the use of organizational resources.

An interactive workshop which will guide participants through a discussion and understanding of the following concepts:

- Business cases must be closely linked to the corporate strategic plan and operating objectives.
- There must be a thorough analysis of the alternatives in the development of a case analysis.
- Business cases must report measurable results in terms of corporate objectives.
- Business cases must be prepared to satisfy a variety of approval authorities including the project initiator, internal management, and other external stakeholder groups.
- A business case must be Complete, Concise, Consistent, not Contrived and use Common sense.

Who Should Attend:

This seminar is designed for any person who is involved in the decision making and justification process. Not everyone is responsible for the preparation of a business case, but virtually everyone has some involvement in the process.

Benefits of Attending:

Participants will learn how to:

- Clearly identify the link between a particular business case and the realization of strategic objectives.
- Develop problem statements that lead the analysis in a logical direction.
- Identify relevant criteria that will be used to rank alternative solutions to the problem.
- Utilize a systematic approach that will prompt the discovery of a wide range of alternatives.
- Develop qualitative measures of project impact for each alternative.
- Complete a thorough financial evaluation of each alternative using discounted cash flow analysis.
- Engage in a logical ranking of those alternatives against business unit related criteria and strategic plans.
- Develop quantifiable measures of project results that will feed into the performance management process.
- Match the style of presentation to the listening needs of selected audiences.

About the Instructor:

Graham Fane, MBA, CMA, FCMA, CPA, is a Business Case Expert who offers his services to local governments across Canada. Graham is Principal of “Total Impact™ Management”, a consulting service that has been in operation since 1989 offering consulting services in Business Case Preparation, Strategic Planning and Performance Management. Graham joined Capilano University in 1979 in the School of Business, recently retiring as Dean of the faculty. During his 37-year career he taught a variety of accounting subjects, strategic management, and business planning. Graham has authored two textbooks on strategic planning used in undergraduate courses across Canada.

Advanced CaseWare Workshop

Course Objectives:

This workshop is designed to provide finance officers with an **advanced** level of knowledge enabling maximum utilization of CaseWare in a municipal government environment.

Topics Include:

1. Calculated adjusting entries
2. Creating automatic documents
3. Dbase filters
4. Calculated group codes
5. Performance measure accounts
6. Interim reporting

Who Should Attend?

This workshop is designed for people with considerable CaseWare experience or training. The ideal attendee will have received Working Papers Fundamentals training previously. It is also recommended that attendees have significant practical working experience with CaseWare prior to attending.

Benefits of Attending:

By completion of this course, participants will have direct hands-on experience with many of the most advanced features of CaseWare Working Papers. These skills enable the finance professional to leverage CaseWare to provide the maximum value for their organization.

NOTE:

- Participants must bring a laptop with a full licensed copy of CaseWare Working Papers 2015 or better installed in order to participate in this course.
- A maximum of 20 people and a minimum of 12 people are required for this workshop. This workshop provides 7 verifiable hours of training.

About the Instructors:

Tricia Fraser has extensive experience with municipal government finance & public accounting. It was her experience with financial reporting, in both the public and municipal sectors where Tricia found her passion for CaseWare. She currently works with governmental, higher education and large corporations to automate their reporting with CaseWare.

Jamie Black,

For the last 20 years, Jamie has aided governments throughout Canada and the U.S. in assessing, improving and automating their business processes. With specific expertise in Financial Reporting and Internal Control, he has been a regular speaker and contributing author for all the Canadian Government Finance Officer Associations and numerous other finance & accounting associations.

Asset Management

Hear the Latest Best Practices and What It Means for Your Municipality

Course Objectives - You will:

- Develop a solid understanding of the global best practices and how to relate them to your municipality
- Learn about a large number and wide variety of practical tips, tools and templates to assist your municipality during the asset management planning process

Session Description:

Asset Management Planning (AMP) is very topical and for good reason. AMP is a critical part of municipal long-term planning and financial sustainability.

This session will bring you up to speed on the latest information related to Asset Management. An overview of ISO 55000 – Standards for Asset Management will start the session. This will provide a summary of global AMP best practices and how they relate to the current guideline and your municipality. Next, an overview of the various projects and practical tools that have been or are being developed to assist municipalities in AMP will be presented. Finally, registrants will participate in an interactive scoring of their own municipality's AMP. Based on the participant's responses, a detailed discussion will provide insight into topics which are most commonly misunderstood or create problems for most municipalities.

Who Should Attend?

The workshop is designed for finance officers, treasurers, asset managers, engineers, and any other municipal representative who is engaged in the process of asset management planning.

About the Instructors:

Dan Wilson – Director, Watson & Associates has extensive experience in the areas of municipal finance and municipal auditing with seven years of industry practice with municipal governments and public accounting/auditing firms before joining Watson. Since 2006, Dan has led the Asset Management, PSAB Compliance and Water/Wastewater Financial Plan (Ontario Regulation 453/07) services.

Donna Herridge is a CPA CA and has 20 plus years of municipal finance experience with the City of Mississauga. Donna is a former President and Board member of MFOA and currently sits on GFOA's Committee on Canadian Issues. Currently, she is the Project Manager for MFOA's "AMP It Up" Program which is primarily funded by the Province of Ontario – Ministry of Municipal Affairs.