

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.

Persons with disabilities who may need auxiliary aids or service are requested to call 806.742.7202 ext. 270 at least two days in advance of participation so that appropriate arrangements can be made.



TEXAS TECH UNIVERSITY
College of Arts & Sciences™

Graduate Program in Public Administration
Box 41015
Lubbock, Texas 79409-1015

Please share this information with others in your organization.



TEXAS TECH UNIVERSITY

College of Arts & Sciences™



Institute of Governmental Finance **Certificate Program** *In Public Finance*

Sponsored by:

Institute of Governmental Finance (IGF)
Graduate Program in Public Administration
Texas Tech University

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.

The program consists of a total of 36 contact hours of course instruction from known experts in each of the three areas: budgeting, accounting, and finance. In addition, the program includes a competency examination at the end of the coursework the participants can take at home at their own pace. Upon successful completion of the program, participants will receive an official “Certificate in Public Finance” from the Institute.

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

Institute of Governmental Finance

CERTIFICATE PROGRAM

IN PUBLIC FINANCE

GENERAL INFORMATION

Program Administration

Aman Khan, Ph.D., Director,
Institute of Governmental Finance

Terry Patton, Ph.D., CPA, CGFM, CGMA,
Associate Director, Institute of Governmental Finance

Karen Rhodes-Whitley, MPA CPM, RTA/C, Associate
Director, Institute of Governmental Finance

Kent R. Austin, MPA, MBA, CPFO, Associate Director,
Institute of Governmental Finance

Program Coordinator

Terry Patton, Ph.D., CPA, CGFM, CGMA
Chair - Accounting, MIS, and Legal Studies Department
Robert Madera Distinguished Professor of Accounting
Dillard College of Business
Midwestern State University
3410 Taft Blvd.
Wichita Falls, Texas 76308
phone: 940.397.4542
E-mail: terry.patton@mwsu.edu

PROGRAM FACULTY

Aman Khan, Ph.D., Director of the Institute, is 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, coauthor, editor and coeditor 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. in Public Administration with specialization in public budgeting and finance from the University of Pittsburgh, Pennsylvania.

Terry Patton, Ph.D., CPA, CGFM, CGMA, Associate Director of the Institute, is the current Chair of Accounting, MIS, and Legal Studies Department at Midwestern State University in Wichita Falls, Texas, where he teaches accounting and auditing courses. A former Dean of the Dillard College of Business at Midwestern State University, Dr. Patton is the

Robert Madera Distinguished Professor Accounting. He is the author of numerous articles on governmental accounting, coauthor of a governmental accounting textbook, Accounting for Governmental and Nonprofit Organizations, 1st edition (Cambridge Business Publishers), 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, MPA, CPM, RTA/C, Associate Director of the Institute, is the Director of Budget & Research for the City of Plano, Texas, and has over 35 years of financial budgeting experience. She has been with the City of Plano for 27 years, 19 of which she has served as Budget Director. In addition to her budget duties, she is also Past President of Texas GFOA and has served on both the Budget Committee and Economic Development and Capital Planning Committee for the National GFOA. In addition, she is also a past board member of the Tax Municipal League Board of Directors representing the Texas GFOA. She holds a BBA from the University of Texas at Austin and an MPA from the University of Texas at Dallas. She is 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, CPFO, Associate Director of the Institute, is the Capital Budget Manager for the City of Dallas, Texas. A former Finance Director, he has 30 years of experience in governmental finance and city administration, with specializations in accounting, budgeting, municipal court, procurement, treasury management, and utility billing. Mr. Austin previously served as Finance Director for the City of University Park, Town of Prosper, and City of North Richland Hills. He earned a bachelor's degree in business finance from the University of Nebraska at Omaha, an MPA from the University of Kansas, and an MBA from the University of Dallas. He earned the Certified

Public Finance Officer (CPFO) designation from GFOA in 2001. Mr. Austin served as President of the 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.

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 Raquel Gonzales at 806.834.4868 or via e-mail at raquel.gonzales@ttu.edu, or visit our website at www.depts/politicalscience/mpa.

Application Submission Options

- Fax your completed application form to 806.742.0850, attention Raquel Gonzales
- Scan the completed document, and e-mail it as an attachment to raquel.gonzales@ttu.edu
- Mail your completed application form by regular mail to:
Raquel Gonzales
POLS Coordinator
Department of Political Science
Texas Tech University
113 Holden Hall | Lubbock, Texas 79409

TIMELINE

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

PROGRAM SCHEDULE

DALLAS-FT. WORTH

DATES

Monday, October 7, 2019
through
Friday, October 11, 2019

LOCATION

North Central Texas Council of Governments
(NCTCOG)
616 Six Flags Drive | Arlington, Texas 76011
(William J. Pistick Conference Room)

FEES

The total cost of the program will be \$1,100, which will include breakfast, lunch, refreshments, course materials and supplies, plus an additional \$150 examination fee. The cost of two tracks will be \$850, which will include the usual expenses, plus the \$150 examination fee. Payment must be made by check. 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 contents for individual tracks should be directed to the respective faculty member:

GOVERNMENTAL BUDGETING

Dr. Aman Khan, Ph.D.
Tel: 806.834.4045 | Fax: 806.742.0850
E-mail: aman.khan@ttu.edu

Ms. Karen Rhodes-Whitley, MPA, CPM, RTA/C
Tel: 972.941.7472 | Fax: 972.941.7439
E-mail: karenr@plano.gov

GOVERNMENTAL ACCOUNTING

Dr. Terry Patton, Ph.D., CPA, CGFM, CGMA
Tel: 940.397.4542 | Fax: 940.397.4693
E-mail: terry.patton@mwsu.edu

GOVERNMENTAL FINANCE

Mr. Kent R. Austin, MPA, MBA, CPFO
Tel: 214.670.3681 | Fax: 214.670.7008
E-mail: kent.austin@dallascityhall.com

