

BOMI International: Designation Programs



Budgeting & Accounting

RPA, PAC, PMFP

Instructor: Dennis Callahan, Colliers International



Budgeting & Accounting —Accelerated 4 Day Course

Thursdays & Fridays, May 4, 5, 11, 12

8:30am—5:30pm | BOMA Boston Office

Budgeting and Accounting features applications and problems you can use to create building and facilities' budgets. In this course, you will have the opportunity to apply concepts within the real property and facilities context. You will follow the accounting process and creation of a budget from start to finish, learning valuable skills such as how to interpret financial statements, annual reports, and statements of cash flows. You will also learn practical skills such as how to compile lease abstracts and prepare rent rolls. The course includes valuable exercises pertaining to computing productivity ratios, depreciation, ending cash balances, preparing income and expense budgets, and explaining budget variances.

MAJOR TOPICS:

- ◇ Record-keeping requirements | revenue and expenditure cycles | cash basis income statement | financial statements | annual reports | lease abstracts | income and expense budgeting | working with capital

INSTRUCTOR

Dennis Callahan, Colliers International

Dennis Callahan is an Executive Vice President with overall responsibility for the Property & Asset Management Services group. Mr. Callahan has over 30 years of property and asset management/project management experience in the commercial real estate industry. He was the winner of the 2010 BOMA award for Executive of the Year. He is a graduate of University of Massachusetts.

REGISTRATION

Course Fee (please check one)

\$1,150 BOMA Boston Member \$1,300 Non-Member

What designation program are you *currently* enrolled in?

RPA FMA None Other _____

BOMI Fee (please check one)

\$225 designation fee (I would like to declare my designation)

Are you declaring an RPA or FMA? _____

I have already declared my designation

\$100 Single Course fee (I just want to take this one class)

Name: _____

Company: _____

Email: _____

Phone Number: _____

___ AMEX ___ Discover ___ VISA ___ Mastercard ___ Check payable to BOMA

Card Number: _____

Expiration: _____ Signature: _____

*5 day cancellation policy—if you cancel within 5 business days of the course, you will incur a cancellation fee of \$150.

Please email completed form to Amy Gleason at agleason@qbreb.com, by fax at (617)588-0286. Questions? Please call Amy at 617-399-7867.