

Budgeting and Accounting (Collaborative Virtual Learning)

6 Week Course

(Requirement for the RPA® and FMA® designations and the FMC and PAC certificates)

Instructor: Karen Stiansen, CPM, CCIM, MCR, RPA, FMA Leed AP

Location: Collaborative Virtual Learning

Date: Thursdays, January 23, 30, and February 6, 12*, 20 & 27

*This class was originally scheduled on 1/13 and moved to 1/12 to accommodate the BOMA Expo.

Time: 4:00 pm - 8:00 pm CST

Cost: Members \$1,250
Non-Members \$1,350

Course fee includes computerized testing fee. There is a one-time \$225 registration fee for those entering the RPA, FMA, SMA Program. If you are not pursuing a designation, there is an additional \$100 fee. Fees required by BOMI Int'l.

Course Description:

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 depreciation, preparing income and expense budgets, and explaining budget variances.

Major Topic Areas Covered in this Course:

record-keeping requirements • revenue and expenditure cycles • financial statements • annual reports • lease abstracts • income and expense budgeting

Applies to:

RPA® and FMA® designations and the FMC and PAC certificates

Registration Deadline: Monday, January 20, 2025

Questions? Contact Barb Turbett at barbt@bomasuburbanchicago.com or 847.995.0970.

Cancellation Policy: A \$776 cancellation fee will apply to any cancellation made after Monday, January 20, 2025

Textbooks: Must be ordered by Wednesday, January 15, 2025

Final Exams: Administered through the BOMI Learning Portal and the fee is included in registration.

About BOMI: BOMI International is a nonprofit, independent educational institute to fulfill the need for a higher level of training and expertise in the property and facility management profession. BOMI Courses are recognized by many other organizations such as IREM, IFMA, IUOE, & AIA. Credits from these organizations may apply. For information about BOMI's other educational courses visit www.bomi.org/courses.

Continuing Professional Development Course

Offered by BOMI International and BOMA/Suburban Chicago



Budgeting and Accounting

6 Week Course – Requirement for the RPA® and FMA® designations and the FMC and PAC certificates

Location: Collaborative Live Virtual Learning
Dates: Thursdays, January 23, 30, & February 6, 12, 20 & 27
Time: 4:00 – 8:00pm

Save \$50 Each!
 3 or more students from same company enrolled in the same class

Student Information *(all fields required)*

First Name <i>(indicate as it will appear on certificate)</i>	Middle Name	Last Name	
BOMI ID # <i>(if a current student)</i>	Email	Mail Correspondence/Grades to <input type="checkbox"/> Home <input type="checkbox"/> Office	
Company Name		BOMA/Suburban Chicago Member <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Address <i>(Required)</i>	City	State	Zip
Home Address <i>(Required)</i>	City	State	Zip
Office Phone	Fax	Home/Cell Phone	

Enrollment Options and Fees *(Check Only 1 of the 4 Options):*

Current BOMI Students:

<input type="checkbox"/> I am already enrolled in the following BOMI designation program Check <input checked="" type="checkbox"/> one: <input type="checkbox"/> RPA <input type="checkbox"/> FMA <input type="checkbox"/> SMT/SMA	No Enrollment Fee
<input type="checkbox"/> I am a BOMI designation holder who wants to enroll in a second (or third) designation program Check <input checked="" type="checkbox"/> one: <input type="checkbox"/> RPA <input type="checkbox"/> FMA <input type="checkbox"/> SMT/SMA	Enrollment Fee: \$100

New BOMI Students:

<input type="checkbox"/> I am a new student who wants to enroll in this BOMI designation program Check <input checked="" type="checkbox"/> one: <input type="checkbox"/> RPA <input type="checkbox"/> FMA <input type="checkbox"/> SMT/SMA	Enrollment Fee: \$225
<input type="checkbox"/> I am a new student who wants to take individual BOMI Course(s) only Your first course enrollment fee may be applied toward a designation enrollment fee	Enrollment Fee: \$100

Enrollment Fee:

Course Registration (You are considered a BOMA member if you are a member of any local BOMA association. A local BOMA member is the named representative of a BOMA building or business)

BOMA Members <input type="checkbox"/> \$1,250	Non-Members <input type="checkbox"/> \$1,350	Course Manual Options: <input type="checkbox"/> \$56 Printed (Includes Shipping) <input type="checkbox"/> E-book Only (Included in Fee)	Registration Fee:
			Total Fees Due:

Payment Information

<input type="checkbox"/> Check <i>(Payable to BOMA/Suburban Chicago)</i>	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX	<input type="checkbox"/> Discover
Name on Card	Card Number	Exp Date	Security Code	
Signature				