



# Essentials of First Nations Financial Management Workshop

- Understand the differences between **Management and Accounting functions**. Where do staff and politics meet?
- Learn **Accounting cycle and activities** required. Who does what?
- Understand the **workings of a finance department**. Is our department adequate or are we over staffed?
- Identified the differences **Fund and Business Accounting** formats and assess if fund accounting is appropriate for you.
- Understand the internal and external **Essential Management Reports**, what should be produced?
- Understand the **Auditing process** and how you can reduce audit bills

**Exercises and examples are provided through out the workshop.**

## 1 Participant Information

(Member) Name \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Tel: ( ) \_\_\_\_\_  
Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

## 2 Fees, Location and Registration

AFOABC Seminar rates include seminar fee, learner's resources book, lunches and refreshments. **(Please check location you will be attending)**

- Three or more \$375.00  
(Ten days advance registration, one must be a member)
- Regular Member Rate \$395.00
- Regular Member Guest Rate \$395.00
- Non-Member Rate \$425.00
- Student Rate \$150.00

- Port Alberni, BC **October 16-17 2008**
- Fort St. John, BC **October 20-21 2008**
- Vancouver, BC **November 27-28 2008**

## 3 Payment

Total Payable\$ \_\_\_\_\_

## 4 Method of Payment

**Cheque** – Make payable to the **Aboriginal Financial Officers Association of BC**

1. Please fax your complete Registration to AFOA BC at (604) 925-6390.
2. Mail your cheque to AFOA BC at the address below.

**Credit Card - Visa**

1. Please complete visa credit card information below.
2. Fax your complete registration to AFOA BC at (604)925-6370.

Card #: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## 5 Cancellation Policy

Advance registration is required by fax or mail. . Payment must accompany your registration. Cancellations are only accepted up to 7 days prior to the event. All cancellations are subject to a processing fee of \$25.00. Refunds will be given provided the Association receives written notice. The Association reserves the right to cancel the conference due to insufficient registration. In the event of cancellation, delegates who have paid in full will be reimbursed.

## 6 Accommodations - TBA

Please call AFOA BC for more information or go to the website at [www.afoabc.org](http://www.afoabc.org).

## 7 Information

For more information please contact Darlene Glaim at (604)925-6370 or [edcoordinator@afoabc.org](mailto:edcoordinator@afoabc.org) or check out our website at [www.afoabc.org](http://www.afoabc.org) . **AFOA BC MAILING ADDRESS: 1010-100 Park Royal South, West Vancouver, BC V7T 1A2**