



Required in the **RPA** program

Class Date(s): July 10, 11 and 12, 2008

Class Time: 8:00 am – 5:00 pm (Thursday, Friday, and Saturday-Test on Saturday)

Location: TBD

Learn 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 such valuable skills 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 covered in this course:

- Record keeping requirements
- Financial Statements
- Lease abstracts
- Working with capital
- Revenue and expenditure cycles
- Annual Reports
- Income and expense budgeting

You will take away these key concepts and skills:

- The know-how to analyze and interpret financial statements of prospective tenants.
- The ability to calculate income and expense items, develop capital budgets, write lease abstracts, establish cost controls, and construct property or facilities budgets.

Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Fees:

Member:	Non-Member:	BOMI Enrollment Fee (One Time Cost):	Late Registration Fee:
\$895	\$1025	\$175	\$100

(Reservation and refund deadline is Friday June 6, 2008. Any cancellations received after this date will be charged a \$100 cancellation fee).

Total\$: _____ Enclosed is my Payment Charge my Visa/MasterCard

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Or you may register online at www.bomaueb.org