

## Budgeting and Accounting (In-person)

6 Week Course

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

**Instructor:** Natalie Cico, Newmark Group, Inc.

**Location:** BOMA/Suburban Chicago Office,  
1515 E. Woodfield Rd. Suite #110  
Schaumburg, IL 60173

**Date:** **Thursdays, April 6, 13, 20 27 and May 4, 11**

**Time:** 4:00 – 8:00pm

**Cost:** Members \$1,150  
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 computing productivity ratios, depreciation, ending cash balances, preparing income and expense budgets, and explaining budget variances.

### Major Topic Areas Covered in this Course:

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

### Applies to:

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

**Registration Deadline:** **Monday, March 20, 2023**

**Questions?** Contact Barb Turbett at [barbt@bomasuburbanchicago.com](mailto:barbt@bomasuburbanchicago.com) or 847.995.0970.

**Cancellation Policy:** A \$776 cancellation fee will apply to any cancellation made after Monday, March 27, 2023

**Textbooks:** Must be picked up at the BOMA/Suburban Chicago office prior to Monday, April 3, 2023

**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](http://www.bomi.org/courses).

# Continuing Professional Development Course

Offered by BOMA International and BOMA/Suburban Chicago



## Budgeting and Accounting (In-person)

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

**Location:** BOMA/Suburban Chicago Office, 1515 E. Woodfield Rd. Suite #110, Schaumburg

**Dates:** **TThursdays, April 6, 13, 20 27 and May 4, 11**

**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 (indicate as it will appear on certificate)	Middle Name	Last Name	
BOMI ID # (if a current student)	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 (Required)	City	State	Zip
Home Address (Required)	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
<b>Enrollment Fee:</b>	

### 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)

<b>BOMA Members</b> <input type="checkbox"/> \$1,150	<b>Non-Members</b> <input type="checkbox"/> \$1,350	<b>Course Manual Options:</b> <input type="checkbox"/> \$56 Printed (Includes Shipping) <input type="checkbox"/> E-book Only (Included in Fee)	<b>Registration Fee:</b>	
<b>Total Fees Due:</b>				

### Payment Information

<input type="checkbox"/> Check (Payable to BOMA/Suburban Chicago)	<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				

#### BOMA/Suburban Chicago

1515 E. Woodfield Rd., Suite #110 Schaumburg, IL 60173

Phone: 847.995.0970 • Fax: 847.995.0971

[www.bomasuburbanchicago.com](http://www.bomasuburbanchicago.com)

[BarbT@BomaSuburbanChicago.com](mailto:BarbT@BomaSuburbanChicago.com)