



63 Metro Drive, San Jose, CA 95110

Budgeting and Accounting

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 such valuable skills as how to interpret financial statements, annual reports, and statements of cash flow. You will also learn practical skills such as how to complete 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.

For RPA Designation

Major topics covered in this course:

- Record-keeping requirements
- Revenue and expenditure cycles
- Cash basis income statement
- Financial statements
- Annual reports
- Leaser abstracts
- Income and expense budgeting
- Working with capital

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 of facilities budgets.

ACE credit recommendation: 2 semester hours, associate degree, lower division baccalaureate

Every Thursday evening beginning January 10, 2008 to February 21, 2008

Time: 6:00 pm to 9:00 pm

Final Exam: February 28, 2008, 6:00 pm to 8:00 pm

Meeting Place: Orchard Commercial, Inc.

2665 North First Street, Suite 310

San Jose, CA 95134

Instructor: Melissa Bowman, Orchard Commercial

Cost: \$695 Members \$875 Non members

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Cost: Non Members \$875__

BOMI Institute Registration Fee :RPA/FMA Designation fee (one time only) \$175__

Course only or Second or Third Designation Fee \$75__

Name: _____ Company Name: _____

Address: _____ Email: _____

Tel #: _____ Fax #: _____

MasterCard/VISA #: _____ Exp. date: _____

Name on Card(please print): _____

Questions: Tel: 408-453-7222, Fax: 408-453-7221, Email: bob@boma-sv.org. Return this registration form by fax or register at: www.boma-sv.org