



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 Wednesday evening beginning March 24, 2010 to May 12, 2010**

**Time: 6:00 pm to 9:00 pm**

**Meeting Place: Orchard Commercial, Inc.**

**2665 North First Street, Suite 310**

**San Jose, CA 95134**

**Instructor: Melissa Bowman, Orchard Commercial**

**Starting in 2010 BOMI is charging a \$60 fee for its new computer based testing service (CBT). In light of the economy and its impact on members and their employers BOMA SV will not charge this fee to members only.**

**Cost: \$695 Members (No testing fee charge in 2010 for BOMA SV members)**

**\$875 Non members and computer based test (CBT) Fee: \$60**

Cost: BOMA members:	\$695__
Cost: Non Members	\$875__
Cost: Non Member Testing Fee:	\$60__
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): \_\_\_\_\_

Question s? Tel: 408-453-7222, Fax: 408-453-7221, Email: [bob@boma-sv.org](mailto:bob@boma-sv.org). Return this registration form by fax or register at: [www.boma-sv.org](http://www.boma-sv.org)