LDPI:
INTRODUCTION TO GOVERNMENT BUDGETS

This 4-hour introductory course focuses on the City budget process with an introduction to the Operating Budget, the Capital Improvement Program, and Line Items. Participants connect employee behaviors and organizational practices with the financial impact on public resources.

DATE:
WEDNESDAY
NOVEMBER 14, 2012

TIME:
8 AM TO NOON
REGISTER BY 11/7

LOCATION:
TLC CLASSROOM
3500 S. RURAL RD
(LOWER LEVEL OF THE TEMPE PUBLIC LIBRARY)

SESSION OVERVIEW:

- Understand the basics of the City of Tempe annual budget process.

- Recognize where to locate budget documents and financial information such as the Operating Budget, the Capital Improvements Program Budget.

- Navigate and read the Line Item Budget.

- Appreciate the importance of the City's financial models including the long range forecast, the debt management plan and financial policies.

- Work with the budget process, cycles, and timelines.

SELF-REGISTER
via
PeopleSoft ELM

1. Login to PeopleSoft **ELM** on the desktop, or in the **Tempe** folder in **Favorites** of Internet Explorer.
2. Click on the **Self Service** hyperlink in the menu screen.
3. Click on the **Learning** hyperlink.
4. Click on the **Search Catalog** hyperlink.
5. Stay on the Activities tab. Type in "**LDP**".
6. Click on the **Search Activities** button.
7. Review search results and click on the desired **Activity** to enroll and view additional information. Review class details and ensure correct class.
8. Click on the **Enroll** button. Review the information and note the **Location.**
9. Click on the **Submit Enrollment** button to complete.
10. Supervisor approves class.

QUESTIONS? CONTACT:

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