



BOMI INTERNATIONAL DESIGNATION PROGRAMS

Instructor

Dennis Callahan

Colliers International

Dennis Callahan is an Executive Vice President with overall responsibility for the Property & Asset Management Services group. Mr. Callahan has over 30 years of property and asset management/project management experience in the commercial real estate industry. He was the winner of the 2010 BOMA award for Executive of the Year. He is a graduate of University of Massachusetts.

BUDGETING & ACCOUNTING

5-Week, Evening Course

MAY 30, 31, JUNE 12, 13, 14, 19, 20, 21, 27, 28

BOMA Office | 4:00 - 7:00 PM

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 Topics

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

REGISTRATION

NETWORK

EDUCATE

INNOVATE

Course Fee (check one)

- BOMA Boston Member \$1,150
 Non-Member \$1,300

What designation are you enrolled in?

- RPA FMA None Other _____

BOMI Fee

- Designation Fee \$225
 Single Course Fee \$100

Canceling within 5 business days of the course you will incur a cancellation fee of \$150

Please email completed form to:

Cam Archibald carchibald@gbreb.com
Fax: 617-588-0286 Phone: 617-399-7868

NAME

COMPANY

ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

Payment method

- CHECK (PAYABLE TO BOMA) VISA MC AMEX DISC

NAME ON CARD

CARD #

EXP. DATE