

**WACUBO Workshop**  
c/o Rhonda Chihault  
University of Nevada Las Vegas  
PO Box 452005  
4505 S. Maryland Parkway  
Las Vegas, NV 89154-2005



WACUBO  
Western Association of College and  
University Business  
Officers

2008

Presenting  
Financial Information  
Effectively

*October 1, 8:00 a.m. - 5:00 p.m.*

**- AND -**

Introductory OR  
Intermediate  
College & University  
Accounting Workshops

*October 2, 8:00 a.m. - 5:00 p.m.*

*October 3, 8:00 a.m.-12:00 p.m.*

**\*Concurrent 1 ½ Day Sessions**

**Las Vegas, Nevada**

## Workshop Presenters

**Rick Allen** is currently the Director of Accounting and Financial Reporting at Utah State University. Mr. Allen has over twenty years of experience in university accounting. He received a BS degree in Accounting from Utah State University. He has been active in the Western Conference on College Cost Accounting since its inception in 1994 and is currently a member of the NPMA.

**Jeanne DeMatteo** is the director of finance/controller for Saint Mary's College of California. Prior to joining Saint Mary's College in April, 1995, she was the director of finance for Saint Leo University in Saint Leo, Florida for seven years. She received her BA from Saint Mary's College of California.

**Jerry Farley** is the 14<sup>th</sup> President of Washburn University and was previously the Vice President of Community Relations and Economic Development at the University of Oklahoma. He holds a BBA in Accounting and Finance, an MBA, a PhD in Higher Education Administration and is a CPA. Dr. Farley has received the NACUBO Daniel Robinson Award for his outstanding contribution to the field of college and university accounting, and he was recently inducted into the Oklahoma Higher Education Hall of Fame.

**Kimberly L. Kvaal** is the Assistant Vice President for Business and Finance for the University of San Francisco. She holds a Masters in Business Administration from Regis University and is a Certified Public Accountant. Ms. Kvaal has over fifteen years of non-profit accounting experience, ten in higher education, and is currently a member of WACUBO's Professional Development Committee. Additionally, Ms. Kvaal teaches Principles of Accounting in the University of San Francisco's School of Business and Management.

**Charles Tegen** is Comptroller at Clemson University. He is a Certified Public Accountant with over 30 years experience in positions related to higher education and governmental accounting and financial reporting. Mr. Tegen has been a speaker at NACUBO, SACUBO, EACUBO, CACUBO, Government Finance Officers and Association for Institutional Researcher professional development programs. Mr. Tegen currently represents SACUBO on the ACUBO Steering Committee and serves on the NACUBO Board of Directors.

## Presenting Financial Information Effectively

This workshop, presented by Kim Kvaal and Charles Tegen, is intended to provide an in depth discussion of key issues business officers face when presenting financial information to the various audiences. It will discuss, demonstrate and deliver specific tools that participants can take back to their campuses and use successfully.

- Understand Audience Needs: Know what the audience wants and needs to know and how the information will be used. Understand the culture of the institution, views of the leadership on openness and level of financial understanding of the audience.
- Evaluate Financial Information: Identify most important aspects of the financial data and relevant time frames – one year vs. multi year trends. Learn how to tell the story you need to tell. Help audience interpret financial data.
- Present Financial Information: Remember to set the context. Emphasize key messages you wish the audience to understand. State why this information is important and anticipate questions in advance.

## Fundamental Workshop

This workshop, presented by Kim Kvaal and Jerry Farley, will provide participants with an introduction to college and university accounting concepts and the basic format used by these institutions in their financial statements. Although considerable emphasis is placed on fund accounting, the material is presented within the broad framework of generally accepted accounting principles and practices for colleges and universities. Areas of review include fund restrictions, chart of accounts, current funds, loan and agency funds, endowments, plant funds and financial statements. The GASB and FASB financial reporting standards will be discussed and the workshop will cover issues for both public and private institutions.

## Intermediate Workshop

The Intermediate Workshop, presented by Rick Allen and Jeanne DeMatteo, is geared to the management needs of controllers, directors and accounting managers, as well as to personnel with direct or supervisory responsibility for accounting and finance issues in higher education.

- Current Operations: Focuses on management issues such as fund accounting, revenue/expense recognition and classification, budgeting, cost allocation, cash flows, etc.
- Investments, endowments and gifts: Focuses on recognition, investment strategies, spending rates, pool allocations, etc.
- Financing issues: Focuses on tools and methods for both cash management and capital financing.
- Capital issues: Focuses on accounting for capital assets and depreciation.
- Financial reporting: This part of the workshop covers current reporting issues and practices of both FASB and GASB institutions.

\*These workshops bring together leaders in the field to share their expertise with you, and they are outstanding programs for new staff members moving into higher education finance or for seasoned veterans seeking a refresher course.

**Las Vegas, Nevada**  
 Monte Carlo Resort and Casino  
 \$79 per night  
 The Group Identifier is: **XUNLV**  
[www.montecarlo.com](http://www.montecarlo.com)

**The Monte Carlo is located on the Las Vegas Strip. It is within walking distance of several attractions.**

For more information, contact:  
 Rhonda Chinault, 702-895-0669 or  
[rhonda.chinault@unlv.edu](mailto:rhonda.chinault@unlv.edu)

WACUBO does not offer CPE credits, per se, but many organizations accept WACUBO courses for credit. A CPE self-reporting form to send to your professional organization is available at the WACUBO website:

<http://www.wacubo.org>

**IF SPECIAL ACCOMMODATIONS ARE REQUIRED:**  
 Please advise at the time of your registration. Dress casually and expect moderate weather. Refunds will be given up to thirty days prior to the event less a \$50 administrative fee.

## Registration Form



Workshop(s)	Member	Non-Member
Accounting in Higher Ed (10/2-10/3)	\$269	\$299
Please indicate level: ( ) Fundamental ( ) Intermediate		
Presenting Financial Info. (10/1)	\$199	\$219
Both Workshops (10/1-10/3)	\$449	\$499

Name			
Institution			
Address			
City		State	
Zip		Phone	
E-Mail			



**Registration and secure credit card payments can now be made online at [www.wacubo.org/work.shtml](http://www.wacubo.org/work.shtml) or**

Mail in Registration
( ) Check enclosed, made payable to: WACUBO

**Please select the appropriate information:**

Institution:  
 ( ) Public ( ) Private ( ) 2 Year ( ) 4 Year  
Enrollment:  
 ( ) up to 2500 ( ) 2500-10,000 ( ) over 10,000

**Send your Registration To:**

WACUBO Workshops  
 c/o Rhonda Chinault,  
 Director Business & Administrative Services  
 University of Nevada Las Vegas  
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