 Saint Thomas, U.S. Virgin Islands

# Budget Formulation in the U.S. Virgin Islands

 5 day course

## COURSE DESCRIPTION

Master the skills necessary to build an accurate and defensible budget compliant with budget-related legislation and the strict standards of the Office of Management and Budget (OMB). Learn how to define outcomes and other performance measures, gather the data necessary to prepare a budget, identify the dollar resources needed to attain the performance outcomes, and present and defend your budget.

## WHAT YOU WILL LEARN

After successful completion of this course, participants will be able to:

- Effectively use essential budget concepts and terminology
- Implement effective tools and techniques in documenting, presenting and justifying a budget
- Explain the relationship between the current and prior year budgets and the strategic plan
- Use effective techniques for formulating a budget that adhere to the requirements set forth in the Office of Management and Budget (OMB) Circular A-11
- Describe the presidential and congressional directed performance evaluation process
- Describe the steps for building a budget and effectively determine budget requirements that reflect the mission and strategic plan of your program
- Develop a performance budget in accordance with the requirements of the Government Performance and Results Act of 1993 (GPRA) and the GPRA Modernization Act of 2010.

## WHO SHOULD ATTEND

Budget analysts, financial management specialists and program managers who assist in the preparation of their organization's budget submission and compile cost data and other information to contribute to decisions about future program activities, funding and budget strategies. Participants should be familiar with general budget principles.



**January 10-14, 2022**

8:30 a.m. to 12:30 p.m.



**20 CPE Credit**



**Training Site TBD**

St. Thomas,  
US Virgin Islands



**Vaccines Required for On-Site Participants**

The U.S. Department of the Interior and the Graduate School USA require proof of COVID-19 vaccination for all on-site training participants.

Please ensure your PITI-VITI profile is updated with your latest vaccine information prior to the start of the course.

[VIEW PROFILE](#)



**ADD TO CALENDAR**

<https://www.addevent.com/event/DZ9111045>



**REGISTER NOW**

<https://learn.pitiviti.org/109>

*Note: This course is limited to public sector professionals working for the government of the United States Virgin Islands.*



## HEALTH & SAFETY PROTOCOLS

For all on-site training in the insular areas, the Graduate School USA's Pacific and Virgin Islands Training Initiatives (PITI-VITI) works closely with local training hosts to ensure that participants, instructors, and training support staff enjoy a safe learning experience. Full details of our health and safety guidelines are available [here](#). Please contact us at [info@pitiviti.org](mailto:info@pitiviti.org) with any questions.

## TUITION FEES

With funding support from the United States Department of the Interior, Office of Insular Affairs, courses are available free of charge for government accountability professionals within the insular areas. The course fee is waived and there is no cost to register and attend. Professionals who do not meet the above criteria, please contact [info@pitiviti.org](mailto:info@pitiviti.org).

## COURSE DATE AND TIME

This course will take place on January 10-14, 2022 (AST). Specific training time is below:

US Virgin Islands    January 10-14, 2022    8:30 a.m. - 12:30 p.m.

## INSTRUCTOR

### **Drummond Kahn**

Drummond Kahn serves on the faculty of the Graduate School USA, training auditors and financial managers in the U.S. and overseas. Since 1990, Mr. Kahn served in federal, state, and local government auditing positions, including Chief of Internal Audit Services for the Oregon Department of Transportation, Director of Audit Services for the City of Portland, State Audit Administrator for the Oregon Audits Division, and in the U.S. Government Accountability Office.

Mr. Kahn is a past national President of the Association of Local Government Auditors. He teaches graduate courses at Portland State University's Hatfield School of Government and in the University of Oregon's Master of Accounting program.

In 2014, Mr. Kahn was named one of the 15 Most Influential Professionals in Government Auditing by the Institute of Internal Auditors' American Center for Government Auditing, in recognition of "professionals who have positively impacted the practice of auditing in the public sector. In 2013, the Association of Government Accountants presented Mr. Kahn the Frank Greathouse



Distinguished Leadership Award for "sustained, outstanding leadership in financial management, resulting in notable contributions to the profession." In 2018, he was recognized with a Lifetime Achievement Award by the Association of Local Government Auditors.

Mr. Kahn holds a master's degree from the University of Oregon and a bachelor's degree from Whitman College. He is a Certified Internal Auditor, Certified Government Financial Manager, and Certified Government Auditing Professional. He has served on the Comptroller General's Advisory Council on Government Auditing Standards since 2009 and has chaired the Council since 2016.



# HEALTH & SAFETY PROTOCOLS PITI-VITI ON-SITE TRAINING

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## Participation and Attendance

Participation in PITI-VITI courses is restricted to participants, instructors, and support staff only. Participants should not join a PITI-VITI training if unwell, and should immediately leave the training and seek medical care if you begin to feel unwell.

**As a precondition of participation in PITI-VITI training sessions, each participant must:**

- *Have been fully vaccinated* prior to the start of the session;
- *Have pre-registered* for the course and uploaded vaccine information to the PITI-VITI portal at <https://learn.pitiviti.org/vaccine>
- *Have not been diagnosed* with COVID-19 in the last 14 days;
- *Have not had symptoms* consistent with COVID-19 in the last 14 days;
- *Have not had close contact* with someone with COVID-19 or symptoms consistent with COVID-19 in the last 14 days;
- Agree to not participate or to leave the classroom *if they feel unwell* or if any of these situations become known to them before or during any PITI-VITI training.



## Protective Measures

The Graduate School USA follows well-established and evidence-based protective measures that are consistent with local regulations at the time of training in each location.





## Physical Distancing

- Maintain physical distance as much as possible.
- Host offices will ensure facilities and spacing are in accordance with local rules.
- Greetings such as handshakes, embracing and similar activity is not consistent with physical distancing.
- Attendees are requested to minimize activity until seated in the training room, and once seated to remain in their seats.



## Meeting Size

Class sizes may be limited to comply with current regulations within each jurisdiction.



## Face Coverings

- Participants may be required by local regulations to wear a face covering while in the training room.
- Face coverings, if required, are to cover the mouth and nose.



## Contact Precautions

- Hand-sanitizing is encouraged.
- No food or drink glassware will be provided in meeting rooms.



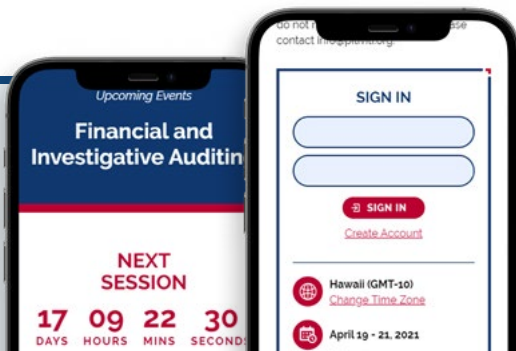
## Cleaning

Host offices will ensure that training facilities are cleaned to the requirements in their jurisdiction. Attendees are encouraged to ensure their workspace is clean.



## After the meeting

If you become unwell or are diagnosed with COVID-19 within 14 days following a PITI-VITI training, please contact PITI-VITI Administration through the confidential address [info@pitiviti.org](mailto:info@pitiviti.org) so we may notify participants that they are a potential close-contacts.



Visit us at  
[learn.pitiviti.org](https://learn.pitiviti.org)

