

# ACCOUNTING SERIES

**Date: Monday, Sept 18, 2017**

**Time: 9:00 am—12:00 pm**

Instructor: Neil Blue



**Part 1—Basic Topics - 9:00 am—10:30 am**

Course Overview for Operation and Admin Staff

- Review of balance sheet and statement of cash flows and what that means to users
- A sample financial statement from a commercial real estate company would be used.

**Part 2—More advanced Topics - 10:30 am—noon**

Course Overview for Management

- Cash vs accrual accounting and non-cash income statement items, depreciation and amortization of tenant inducements.
- Discussion of capital expenditures versus operating expenses. Discuss when an item is required to be capitalized and when it is required to be expensed in the income statements.
- Review of operating costs in the context of lease agreements.
- Recoverable vs non-recoverable expenses and how they impact a company and its tenants. A mock up sample operating cost report will be discussed as a group.



**\$75+ GST**

*All sessions are held at EPCOR Tower, 8th floor.  
Minimum 24 hr cancellation policy*

## REGISTRATION

Registrants' Names	Contact #	E-mail	Date	Cost
1.			Sept 12	
2.			Sept 12	
3.			Sept 12	

Sub- Total	<input type="text"/>
5% GST	<input type="text"/>
<b>Total</b>	<input type="text"/>

**Method of Payment**

- Cheque  
 Bill Me (Members Only)  
 Visa  
 MasterCard  
 Amex

Name & Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_

Credit Card # \_\_\_\_\_

Exp. date \_\_\_\_\_

Signature \_\_\_\_\_



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