

Governmental Finance Online Courses



UNIVERSITY OF
GEORGIA

Center for Continuing Education
Carl Vinson Institute of Government

NASBA APPROVED CPES AVAILABLE

Introductory Governmental Accounting — Part I & Part II Intermediate Governmental Accounting

These three self-study training courses offer the basics of accounting in a governmental environment.

1. Introductory Governmental Accounting — Part I

In this **NASBA-approved** 25.8-hour course, you will learn about and become aware of:

- ▶ The basic accounting equation and how transactions affect that equation
- ▶ The elements of financial reports
- ▶ Generally Accepted Accounting Principles (GAAP) for state and local governments
- ▶ Financial transactions using the modified accrual basis of accounting used by governmental funds

After successfully completing *Part I*, you are eligible to enroll in *Introductory Governmental Accounting, Part II*.

2. Introductory Governmental Accounting — Part II

In this **NASBA-approved** 27.6-hour course, you will learn about and become aware of:

- ▶ Basic fund financial statements
- ▶ Calculating revenues and expenditures/expenses under both the modified accrual and the accrual bases of accounting

3. Intermediate Governmental Accounting

In this **NASBA-approved** 18-hour course, you will learn about and become aware of:

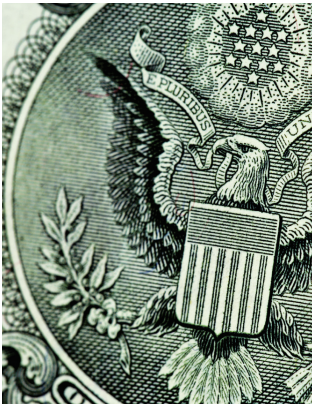
- ▶ Financial reporting in state and local governments
- ▶ How transactions are reported in external financial statements required for state and local governments

After successful completion of all three of the courses in the Governmental Accounting Suite, you will receive a *Certificate of Program Completion* from the University of Georgia.



Debt Administration is a self-study, 12-hour, **NASBA-approved** course offering the basics of debt issuance in a governmental environment. You will learn about and become aware of:

- ▶ The types of debt governments can issue and accompanying documentation
- ▶ Why governments issue debt
- ▶ The relationship of debt to capital improvement programs
- ▶ How bonds are rated through the bond rating agencies
- ▶ How to lower your interest rates without going through the rating process



Treasury Management is a self-study, 10-hour course offering the concepts and practices of cash flow forecasting and budgeting in a governmental environment. In this **NASBA-approved** course, you will learn about and become aware of:

- ▶ Legal and political considerations and parameters within which a treasury management system functions
- ▶ How governments utilize investment economics and various investment alternatives
- ▶ Banking systems and how they affect local government treasury management
- ▶ Concepts of contracting for banking services

Introductory Budget will familiarize you with an overview of the budget process. You will also learn the different types of budgets, components of a budget, and how to prepare a budget summary. In addition, you will learn about the process of creating the budget, as well as how to implement and monitor the budget once it is adopted. In this 12-hour course, you will learn and become aware of:

- ▶ The budget — an overview
- ▶ The local government's budget system
- ▶ The budget preparation process
- ▶ Financial forecasting/estimating revenues
- ▶ Local government action on the budget
- ▶ Operating with the budget

Intermediate Budget

will familiarize you with how to develop a budget and use it as a policy document, communications device, financial plan, and management tool. In this 12-hour course, you will learn and become aware of:

- ▶ How budgeting is different in the public sector
- ▶ Different methods of performance measurement
- ▶ How to analyze and forecast both revenues and expenditures
- ▶ How to communicate the budget to interested parties
- ▶ How to monitor the budget once adopted



Capital Improvement Program (CIP) will familiarize you with the benefits of preparing a capital improvement program. In this **NASBA-approved** 14.4-hour course, you will learn about and become aware of:

- ▶ Elements of an efficient capital improvement program process
- ▶ Various models for prioritizing proposed capital improvement program projects
- ▶ Various funding alternatives and ways to address the question of funding source appropriateness
- ▶ Various public relations opportunities that surround a capital improvement program

Revenue Administration will familiarize you with the types of revenues that governments typically generate. You will also learn the history of types of revenues. In addition, you will learn about current trends in governmental revenue administration. In this 12.5-hour **NASBA-approved** course, you will learn and become aware of:

- ▶ The importance and components of a revenue policy
- ▶ The property tax cycle
- ▶ The various types of revenue sources available to governments
- ▶ How to enhance revenue collections

Internal Controls Suite (4 courses available)

The Internal Controls Suite consists of four self-study courses:

1. **Internal Controls: Accounts Receivable and Cash Receipts**
2. **Internal Controls: Accounts Payable and Cash Disbursements**
3. **Internal Controls: Payroll**
4. **Internal Controls: Capital Assets**

Each **NASBA-approved** course targets the comprehensive internal controls that every government should implement for the indicated transaction streams. Updated for the NEW COSO (Committee of Sponsoring Organizations) requirements, you will learn about:

- ▶ The definition of “internal control” and the five components of an effective internal control system
- ▶ The importance of Internal Controls as the first line of defense in assuring that assets are safeguarded against fraud, waste, and abuse
- ▶ The Internal Controls that must be implemented

in each of the specific areas and how the five inter-related components of an effective internal control system relate to each area

- ▶ The necessity of segregation of duties and what duties should be segregated for an effective internal control system
- ▶ The five elements of internal control deficiencies and how those deficiencies are reported

After successful completion of all four of the courses in the Internal Controls Suite, you will receive a *Certificate of Program Completion* from the University of Georgia.



Human Resources: An Online Course for Governmental Officials

will familiarize you with fundamentals of the personnel responsibilities of supervisors. In this 6-hour, **NASBA-approved** course, you will learn and become

aware of:

- ▶ Human resources and risk management
- ▶ Recruitment and selection
- ▶ Wages and benefits
- ▶ Performance management and appraisal
- ▶ Progressive discipline and discharge
- ▶ Legal environment of human resource management

Purchasing will familiarize you with the purchasing process from determining your needs to receiving goods or services. In this 13.8-hour, **NASBA-approved** course, you will learn about different methods of purchasing, proper supporting documentation, and purchasing ethics. In addition, you will learn and become aware of:

- ▶ How laws and policies affect the purchasing process
- ▶ Alternatives to organizing the purchasing function
- ▶ Step-by-step purchasing process
- ▶ Methods for obtaining competitively priced goods and services for your government
- ▶ How the purchasing and accounts payable processes work together
- ▶ Why purchasing ethics are important in a government



Internal Control



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Internal Control is a self-study, 12-hour course, **NASBA-approved course**, familiarizing you with the components of a comprehensive internal control system and the importance of internal controls. This course explains the fundamentals of internal control and the application of those controls over accounts payable and cash disbursement functions.

Non-federal organizations, both public and private, that receive federal awards are required by the Code of Federal Regulations (CFR) to choose between two models as their framework for an internal control system. This **NASBA-approved course** reviews and compares the “Green Book” model and the “COSO” model. Either can be used to help an entity run its operations effectively, report reliable information, and comply with applicable laws and regulations.

The 5 components of an internal control system.

In the course, you’ll learn the five components of an effective internal control system:

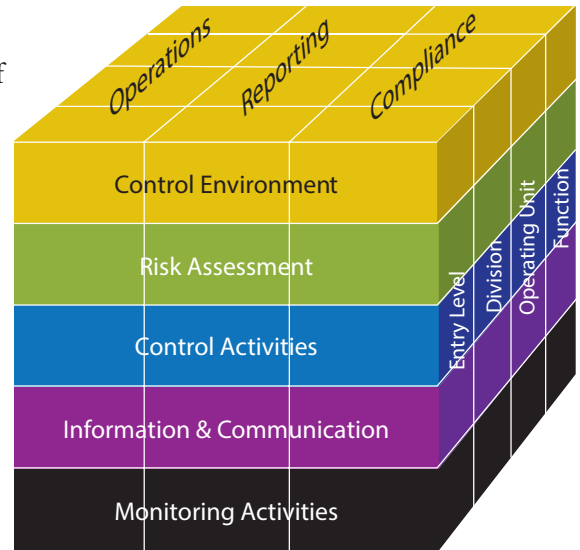
1. Control Environment
2. Risk Assessment
3. Control Activities
4. Information and Communication
5. Monitoring Activities

For the **Green Book model**, you’ll review the *attributes* of each principle. Attributes are characteristics that explain principles in greater detail.

For the **COSO model**, you’ll review important characteristics, called *points of focus*, which underlie each principle.

By completing *Internal Control*, you will gain knowledge and skills that will help you understand the concepts of an effective internal control system. In this 12-hour course you will learn and become aware of:

- The definition of “internal control” and the five components of an effective internal control system
- The seventeen principles that support the five components
- The Green Book attributes that provide additional information regarding the principles
- The COSO points of focus that provide additional information regarding the principles
- The importance of the five components and relevant principles to be present and functioning
- The importance of the five components operating together



For more information or to register:
www.georgiacenter.uga.edu/govfinance
Enroll Anytime. Register Now!

NASBA-Certified Online Courses Available

1. Introductory Governmental Accounting - Part I (21.5 CPEs)
2. Introductory Governmental Accounting - Part II (23 CPEs)
3. Intermediate Governmental Accounting (22 CPEs)
4. Internal Control (14.4 CPEs)
5. Internal Controls: Accounts Payable and Cash Disbursements (7 CPEs)
6. Internal Controls: Accounts Payable and Cash Disbursements (7 CPEs)
7. Internal Controls: Capital Assets (7 CPEs)
8. Internal Controls: Payroll (6 CPEs)
9. Capital Improvement Program [CIP] (11.5 CPEs)
10. Debt Administration (14 CPEs)
11. Human Resources: An Online Course for Governmental Officials (7.2 CPEs)
12. Purchasing (11.5 CPEs)
13. Treasury Management (12 CPEs)
14. Revenue Administration (15 CPEs)

These courses have been approved for National Association of State Boards of Accountancy (NASBA) certification.

What does this mean?

The National Registry of CPE Sponsors was created to help recognize CPE program sponsors who make a commitment to meeting the highest CPE program standards. In addition, The Georgia State Board of Accountancy requires active Certified Public Accountants (CPAs) to take 80 hours of continuing professional education (CPE) every two years. As part of the elite registry, the University of Georgia's Carl Vinson Institute of Government is able to meet the continuing professional education for CPAs in Georgia.

How will this impact the course content?

The NASBA certification requires identification of learning objectives, activities to determine the student has achieved the learning objectives, development of content by subject matter experts, and evaluative feedback for activities. To earn CPE, students must successfully complete all activities, including the final exam.

University of Georgia, *Carl Vinson Institute of Government*, is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website:

<https://www.nasbaregistry.org>

For more information or to register:
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About the Carl Vinson Institute of Government

The University of Georgia's Carl Vinson Institute of Government has worked closely with local governments and state agencies for more than 95 years to promote excellence in government. Through a wide variety of training programs for public officials and staff as well as customized assistance, the Vinson Institute helps governments improve operations, realize efficiencies and cost-cutting strategies, enhance service delivery, and make informed decisions.



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About the Center for Continuing Education

As a unit of the University of Georgia's Office of the Vice President for Public Service and Outreach, the Georgia Center provides innovative lifelong learning opportunities through its continuing education programs. Event staff service meetings and conferences whether they are in-person, online, or a mix of both using state-of-the-art technology and online engagement tools. For in-person events, the center is located on the university's campus and includes a full-service hotel with 200 rooms and suites, restaurants, banquet areas, conference rooms, auditoriums, a fitness center, and a computer lab—all under one roof.



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Register Today!

- ▶ Enjoy the convenience of studying anyplace, anytime.
- ▶ Earn University of Georgia Continuing Education Units (CEUs) or Continuing Professional Education (CPE) hours.

For more information or to register, please call +1-706-542-3537 or e-mail questions@georgiacenter.uga.edu.

www.georgiacenter.uga.edu/govfinance

The University of Georgia is committed to principles of equal opportunity and affirmative action.
