The **Budget and Financial Management Certification Program** offers an overview of the budget and fiscal management cycle for the State.

**PROGRAM CURRICULUM**  
Once certification is achieved, six hours of continuing education will be required every two years

- **Language of Accounting**  
  Overview of key financial and budget concepts and policies as well as the State's external financial statements

- **TeamWorks Literacy & Orientation**  
  Overview of TeamWorks budget ledgers including creating queries and manipulating data through pivot tables

- **Revenue and Expenditure Analysis**  
  Overview of key revenue and expenditure data analysis using TeamWorks queries and reports

- **Debt Administration**  
  Overview of the bonds issuance process, the role of Georgia State Finance and Investment Commission in investing and disbursing bond proceeds, as well as the ratings agency process

- **Internal Controls for State Government**  
  Overview of the internal control framework and considerations in building an effective system of internal controls

- **Revenue Administration**  
  Overview of the revenue sources for the State including the role of the Georgia Department of Revenue in the collection and disbursement of funds

- ***Purchasing Basics in Georgia State Government***  
  Overview of the State’s purchasing process as administered by DOAS; class covers key State purchasing policies

- **Budget Administration**  
  Overview of the State’s budget process including the roles of the Governor, State Legislature, Office of Planning and Budget, elected officials and agencies in the budget process

*If you’ve completed Fundamentals of State Purchasing provided by DOAS within the past three years, you may be exempt from taking Purchasing Basics in Georgia State Government. Language of Accounting, TeamWorks Literacy & Orientation, and Revenue & Expenditure must be taken first, in that order.*