

Budget and Financial Management Certification Program



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



Internal Controls for State Government

Overview of the internal control framework and considerations in building an effective system of internal controls



TeamWorks Literacy & Orientation

Overview of TeamWorks budget ledgers including creating queries and manipulating data through pivot tables



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



Revenue and Expenditure Analysis

Overview of key revenue and expenditure data analysis using TeamWorks queries and reports



*Purchasing Basics in Georgia State Government

Overview of the State's purchasing process as administered by DOAS; class covers key State purchasing policies



Debt Administration

Overview of the of 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



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*.



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