

GFOA Registration

ONLINE REGISTRATION

You may register online to conveniently submit your information securely. You can make a credit card payment when you register or you may choose our mail-in option so you can mail or fax a payment at a later date. Please keep in mind that your space in the class is not confirmed until a payment is received.

Register today before the courses reach their limit.

REGISTRATION OPTIONS

PE20-3011

Option 1: Bundle all five courses for \$1,500

The deadline to take advantage of the discounted rate and register for all courses at one time is **August 28, 2020**, however, the program may reach maximum enrollment before that date. Exams are not included in the \$1,500 package.

Option 2: Register for courses and exams individually. The courses and exam fees are indicated below.

PE20-3005 Financial Planning and Budgeting

\$450 for course
\$60 for exam

PE20-3006 Capital Planning and Forecasting

\$250 for course
\$60 for exam

PE20-3007 Financial Management

\$250 for course
\$60 for exam

PE21-3008 Governmental Accounting

\$575 for course
\$60 for exam

PE21-3009 Financial Reporting and Auditing

\$350 for course
\$60 for exam

REGISTER ONLINE NOW AVAILABLE!

You may register online to conveniently submit your information securely.

Some of the core courses may fill up very quickly so we encourage you to register as soon as possible.

If you know you're planning to take this program, especially the full program, register now. If you're waiting on a company check or PO, register using the **register by mail** option then submit the payment with the provided mail-in form.

Questions? 803-777-9444



GOVERNMENT FINANCE OFFICERS CERTIFICATION PROGRAM



2020-2021

Financial Planning and Budgeting Core Course

September 17, 18, 21 and 22, 2020

Capital Planning and Forecasting Core Course

October 1 and 2, 2020

Financial Management Core Course

November 5 and 6, 2020

Governmental Accounting Core Course

January 8, 15, 22, 29, and February 5, 2021

Financial Reporting and Auditing Core Course

March 26 and April 2 and 9, 2021



Certification Examination Schedule

FALL AND SPRING EXAM SCHEDULES

Exam I — Financial Planning and Budgeting

PE20-3015
NOVEMBER

Date: November 16, 2020 or April 26, 2021
Time: 8:30 a.m. – 11:30 a.m.
Check-in: 8:00 a.m.
Fee: \$60 for exam

PE21-3016
APRIL

Exam II — Capital Planning and Forecasting

PE20-3024
NOVEMBER

Date: November 16, 2020 or April 26, 2021
Time: 12:45 p.m. – 2:45 p.m.
Check-in: 12:30 p.m.
Fee: \$60 for exam

PE21-3017
APRIL

Exam III — Financial Management

PE20-3018
NOVEMBER

Date: November 16, 2020 or April 26, 2021
Time: 3:15 p.m. – 5:15 p.m.
Check-in: 3:00 p.m.
Fee: \$60 for exam

PE21-3019
APRIL

Exam IV — Governmental Accounting

PE20-3020
NOVEMBER

Date: November 17, 2020 or April 27, 2021
Time: 9:00 a.m. – 12:00 noon
Check-in: 8:30 a.m.
Fee: \$60 for exam

PE21-3021
APRIL

Exam V — Financial Reporting and Auditing

PE20-3022
NOVEMBER

Date: November 17, 2020 or April 27, 2021
Time: 1:30 p.m. – 3:30 p.m.
Check-in: 1:00 p.m.
Fee: \$60 for exam

PE21-3023
APRIL

Please be on time. The doors to the exam room will be closed at the starting time indicated for the exam. No late admittances will be allowed.

Registration for the FULL PROGRAM includes the five core courses but does not include exams. Participants may choose and register for the exams they are prepared to take when they would like to take them.



Certification Examination Information

The examinations are graded “blindly” by the course instructors. In other words, the instructors do not know whose exam they are grading. Any examination that is within five points of a passing grade is automatically reviewed by the instructors grading that examination.

The examinations are challenging and designed to assess mastery of course material. All exams must be successfully completed within three years from the date you take the first exam. You may take an examination up to six times in an attempt to pass. Once you have achieved current passing scores for all five examinations, you may apply for certification.

The examinations are administered at the Office of Continuing Education and Conferences, 1705 College Street, Suite 591, Columbia, SC 29208.

Please email certification@gfoasc.org for certification questions.

Exam Registration Deadline Participants must register for exams at least seven days (7) prior to the exam.

Cancellations Email cancellations received seven (7) or more days before an exam begins will receive the exam fee less a 20% administrative fee. There will be no refunds issued for cancellations made less than seven days before the exam begins. There will be no credits or refunds for exams missed by a participant and refunds will not be given for “no-shows”.

Transfers With seven (7) days notice, participants may transfer once to a future exam within one year of the original program.

Transfers are limited to one (1) occurrence per exam, after which time participants must re-register and pay for their selected exam.



The Certification Program

The certification program for Government Finance Officers is administered and offered for the Government Finance Officers Association of South Carolina (GFOASC) by the University of South Carolina’s Office of Continuing Education and Conferences.

Successful completion of all requirements of the program will result in the designation as a Certified Government Finance Officer (CGFO).

The following persons may apply for certification:

- ◆ A finance officer for a state, county, municipal or special purpose government, school district, institution of higher education, public authority, planning council or council of government
- ◆ A person who holds a supervisory or professional position in a state or local government, public authority, council of government, school district, college or university with administrative responsibility for one or more financial functions (i.e., audit, cash management, investments, budget, accounting, or inventory control)

To qualify for certification, an applicant must:

- ◆ Be a member of the GFOASC
- ◆ Hold a position as a government finance officer
- ◆ Meet minimum education and experience requirements
- ◆ Complete the core courses described in this brochure
- ◆ Pass five certification exams offered as a part of this program

Actual designation as a CGFO is awarded by the certification committee of the GFOASC. For complete information on the certification program, visit the GFOA website for detailed information. **Assistance Award** The GFOASC will offer one certification assistance award to a member of the GFOASC who enrolls in one or more core courses. Please contact scholarship@gfoasc.org for more information.



Core Course Information

Candidates for certification will have to complete five core courses and pass five comprehensive examinations that cover the five courses.

The five core courses are:

- ◆ Financial Planning and Budgeting
- ◆ Capital Planning and Forecasting
- ◆ Financial Management
- ◆ Governmental Accounting
- ◆ Financial Reporting and Auditing

Attendance Policy In order to receive credit for completion of the course and a certificate of participation, **participants must attend a minimum of 75% of the course.** Attendance is closely monitored.

Location and Parking Classes will be held on the Columbia campus of the University of South Carolina in the Close Hipp Building (subject to change). General information including parking will be sent with an email reminder approximately one week before a course begins.

Times (The instructor has the authority to adjust the starting and ending times after the first day of class.)

Check-in	8:30 a.m. – 9:00 a.m.
Class Sessions	9:00 a.m. – 4:30 p.m.
Lunch (on your own)	Noon – 1:30 p.m.

Registration Deadline Early registration is highly recommended, however, registrations will be open until a class reaches maximum enrollment. First-time participants will be given priority over individuals wishing to audit the course.

Auditing Persons who have previously attended a core course and have unexpired test scores may audit the same course on a space-available basis. The fee for auditing is \$75 per course.

Cancellations Email cancellations received seven (7) or more days before a course begins will receive the course fee less a 20% administrative fee. There will be no refunds issued for cancellations made less than seven days before the course begins. There will be no credits or refunds for class time missed by a participant and refunds will not be given for “no-shows”.

Transfers With seven (7) days notice, participants may transfer once to a future course within one year of the original program.

Transfers are limited to one (1) occurrence per course, after which time participants must re-register and pay for their selected course.

Financial Reporting and Auditing Core Course

March 26, April 2 and 9, 2021

(Fridays)

Objectives This course is designed to provide participants with the opportunity to develop an understanding and working knowledge of:

- ◆ Basic financial statements
- ◆ How to derive government-wide financial statements and required reconciliations
- ◆ The Comprehensive Annual Financial Report (CAFR) and compliance reporting
- ◆ The financial reporting entity
- ◆ Auditing standards
- ◆ Audit procedures
- ◆ The financial statement audit
- ◆ The Single Audit

Faculty *Janice H. Fergusson, CPA, Accounting Lecturer, Moore School of Business, University of South Carolina.* Janice received the Bachelor of Arts in Business Administration from Columbia College. She received the Master of Accountancy from the University of South Carolina and graduated from the North Carolina School of Banking at the University of North Carolina, Chapel Hill. Janice is past-president of and current member of the Board of Directors for the Institute of Management Accountants (Columbia Chapter) and is a member of the South Carolina Association of Certified Public Accountants. She was awarded the Faculty Partner Award from the USC Division of Student Affairs & Academic Support and was named Professor of the Semester by the USC Beta Alpha Psi Accounting Fraternity in April 2011. Janice has served as an instructor of accounting at Columbia College and Midlands Technical College and was the manager of financial reporting at AgFirst Farm Credit Bank.

Textbook The basic textbook for this course is Governmental and Non-profit Accounting, 11th Edition, 2018, by Freeman and Shoulders. ISBN-9780133799569.

Governmental Accounting Core Course

January 8, 15, 22, 29 and February 5, 2021

(Fridays)

Note

The core courses are designed to challenge government finance professionals. The instructors assume all students have a basic educational background in finance and accounting. Participants in the Governmental Accounting core course who have not had any previous college level courses in accounting have had a difficult time keeping up with the material.

We strongly recommend completing an entry-level college accounting course or its equivalent before enrolling in the Governmental Accounting core course.

Objectives This course is designed to provide participants with the opportunity to develop an understanding and working knowledge of:

- ◆ Generally accepted accounting principles (GAAP) applicable to state and local government
- ◆ Fund accounting to record, control and report financial resources
- ◆ Budget accounting controls and budget reporting requirements
- ◆ Debt and general fixed asset accounting and reporting
- ◆ Pending issues that may change state and local government accounting

Faculty *Janice H. Fergusson, CPA, Accounting Lecturer, Moore School of Business, University of South Carolina.* Janice received the Bachelor of Arts in Business Administration from Columbia College. She received the Master of Accountancy from the University of South Carolina and graduated from the North Carolina School of Banking at the University of North Carolina, Chapel Hill. Janice is past-president of and current member of the Board of Directors for the Institute of Management Accountants (Columbia Chapter) and is a member of the South Carolina Association of Certified Public Accountants. She was awarded the Faculty Partner Award from the USC Division of Student Affairs & Academic Support and was named Professor of the Semester by the USC Beta Alpha Psi Accounting Fraternity in April 2011. Janice has served as an instructor of accounting at Columbia College and Midlands Technical College and was the manager of financial reporting at AgFirst Farm Credit Bank.

Textbook The basic textbook for this course is Governmental and Non-profit Accounting, 11th Edition, 2018, by Freeman and Shoulders. ISBN-9780133799569.

Financial Planning and Budgeting Core Course

September 17, 18, 21, and 22, 2020

(Thursday, Friday, Monday and Tuesday)

Objectives This course is designed to provide participants with the opportunity to develop an understanding and working knowledge of:

- ◆ The basics of the government budgeting process
- ◆ The design of budgeting and accounting structures
- ◆ Budget preparation and planning processes
- ◆ Current efforts to improve budgeting and to link budgets to plans
- ◆ Legislative review and approval of the budget; involvement of legislators and citizens in the process
- ◆ Elements of effective budget documents
- ◆ Budget execution and interim budget reviews

Faculty *James E. Kirk, Budget Director at Georgia Tech in Atlanta, Georgia, and former Budget Director, Business and Finance Division, University of South Carolina.* Jim earned the Bachelor in Arts in Economics from Vanderbilt University and the Master of Public Administration from George Washington University. Jim was the Deputy State Director for Fiscal Management at the South Carolina Department of Social Services and also served as the Deputy Commissioner for Fiscal Affairs at the South Carolina Department of Disabilities and Special Needs. His other government experience includes working as a Budget Analyst for the Governor's Office, the State Auditor's Office, and Arlington County, Virginia. Jim was a Research Associate with the University of South Carolina's Bureau of Governmental Research and Service (now the Institute for Public Service and Policy Research) from 1977-1980 and is the author of several publications on financial management and administration.

Textbooks or Handouts

Recommended Budget Practices of the National Advisory Council on State and Local Budgeting (NACSLB) – published by GFOA and available for download at this website:

<http://gfoa.org/services/nacslb>

“GFOA Best Practices” in Budgeting and Financial Planning – to be furnished for download on first day of class.



Capital Planning and Forecasting Core Course

October 1 and 2, 2020

(Thursday and Friday)

Objectives This course is intended to provide participants a basic understanding of the process of planning and budgeting for major capital expenditures. Topics to be covered include the following:

- ◆ Basics of capital planning and budgeting: terminology, scope, and rationale for process
- ◆ Process for developing a capital improvement plan and for establishing priorities for projects
- ◆ Capital financing options and strategies
- ◆ State and local government capital planning and financing requirements in South Carolina
- ◆ Tax exempt borrowing: options for structuring debt and process leading to sale of debt instruments
- ◆ Long-range financial forecasting: determination of how much debt a jurisdiction can afford
- ◆ Creative financing options

Faculty *James E. Kirk*, Budget Director at Georgia Tech in Atlanta, Georgia, and former Budget Director, Business and Finance Division, University of South Carolina. Jim earned the Bachelor in Arts in Economics from Vanderbilt University and the Master of Public Administration from George Washington University. Jim was the Deputy State Director for Fiscal Management at the South Carolina Department of Social Services and also served as the Deputy Commissioner for Fiscal Affairs at the South Carolina Department of Disabilities and Special Needs. His other government experience includes working as a Budget Analyst for the Governor's Office, the State Auditor's Office, and Arlington County, Virginia. Jim was a Research Associate with the University of South Carolina's Bureau of Governmental Research and Service (now the Institute for Public Service and Policy Research) from 1977-1980.

Textbooks or Handouts

Tax-Exempt Financing: A Primer, Public Finance Network – to be furnished the first day of class for download.

Rowan Miranda and Ronald Picur, Benchmarking and Measuring Debt Capacity, GFOA – to be furnished the first day of class for download.

“GFOA Best Practices” in Capital Planning and Debt Management – to be furnished for download on first day of class.

Financial Management Core Course

November 5 & 6, 2020

(Thursday and Friday)

Objectives This course is designed to equip students with a working knowledge of:

- ◆ A broad range of financial management functions
- ◆ Budgets as management tools
- ◆ Interim financial reporting and budget management
- ◆ Cash management and banking
- ◆ Debt/bond administration
- ◆ Risk management and insurance
- ◆ Cost allocation
- ◆ Internal controls

Faculty *Steve Blake*, CPA, CFE, CICA, CGMA. Steve is in public practice at his own firm. He received the Bachelor of Science, Magna Cum Laude, in accounting from Southern Adventist University, Collegedale, Tenn. He is a special review committee member of GFOA – Chicago and is the longest standing active reviewer in South Carolina. Steve served as an adjunct faculty member at Limestone College in Gaffney, S.C., where he taught classes in cost accounting.

Textbooks The basic textbook for this class is Financial Management for Public, Health, and Not-for-Profit Organizations, 4th Edition. By: Steve Finkler. ISBN 13: 978-0132805667.

