Certification Examination Schedule

Exam I—Financial Planning and Budgeting
Date: November 19, 2012 or May 13, 2013
Time: 8:30 a.m. – 11:30 a.m.
Check-in: 8:00 a.m.
Fee: $55 for exam

Exam II—Capital Planning and Forecasting
Date: November 19, 2012 or May 13, 2013
Time: 12:45 p.m. – 2:45 p.m.
Check-in: 12:30 p.m.
Fee: $40 for exam

Exam III—Financial Management
Date: November 19, 2012 or May 13, 2013
Time: 3:15 p.m. – 5:15 p.m.
Check-in: 3:00 p.m.
Fee: $40 for exam

Exam IV—Governmental Accounting
Date: November 20, 2012 or May 14, 2013
Time: 9:00 a.m. – 12:00 noon
Check-in: 8:30 a.m.
Fee: $55 for exam

Exam V—Financial Reporting and Auditing
Date: November 20, 2012 or May 14, 2013
Time: 1:30 p.m. – 3:30 p.m.
Check-in: 1:00 p.m.
Fee: $40 for exam

Please be on time. The doors to the exam room will be closed at the advertised starting time for the exam. No late admittances will be allowed! No exceptions!
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 Institute for Public Service and Policy Research.

Successful completion of all requirements of the program will result in 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, request a program packet from: info@gfoasc.org

**Assistance Award** The GFOASC and the Institute for Public Service and Policy Research will offer one certification assistance award to a member of the GFOASC who enrolls in one or more core courses. Please contact info@gfoasc.org for more information.

**The Certification Program**

**Exam I—Financial Planning and Budgeting**
- November 19, 2012
- May 13, 2013

**Exam II—Capital Planning and Forecasting**
- November 19, 2012
- May 13, 2013

**Exam III—Financial Management**
- November 19, 2012
- May 13, 2013

**Exam IV—Governmental Accounting**
- November 20, 2012
- May 14, 2013

**Exam V—Financial Reporting and Auditing**
- November 20, 2012
- May 14, 2013

**Payment must be received via mail**: please make checks payable to the University of South Carolina and mail to:

- University of South Carolina
- IPSPR
- 1600 Hampton Street, Room 402
- Columbia, SC 29208

Online registration is available at http://www.ipspr.sc.edu/wconnect/ShowSchedule.awp? &Mode=GROUP&Group=GFOA&Title=Government+Finance+Officers+Assoc.

To register by mail, please complete the registration form and mail to the address above, or via fax to (803) 777-4575.

Please contact us at 803-777-8156 or irbyb@mailbox.sc.edu if you have any questions.

**Auditing** Persons who have previously attended the core courses and have unexpired test scores for any of the courses may audit those same courses on a space-available basis. The cost for auditing a course is $50 per four-day course and $40 per two-day course. Please contact us at 803-777-8156 or irbyb@mailbox.sc.edu for auditing registration.
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

Class Size Course enrollment is limited to 30 participants and must have a minimum of 15 participants. Classes will be filled on a first-come, first-served basis. First-time participants will be given priority over individuals wishing to audit the course.

Auditing Persons who have previously attended the core courses and have unexpired test scores for any of the courses may audit those same courses on a space-available basis. The cost for auditing a course is $50 per four-day course and $40 per two-day course.

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 at the Institute for Public Service and Policy Research, 1600 Hampton Street, room 402, Columbia. Parking information will be sent with your registration confirmation approximately a week prior to the beginning of the course.

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

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

Registration Deadline The registration deadline is no later than seven calendar days prior to the first day of each course.

Cancellations Refunds, minus a 10% administrative fee, may be given for cancellations received in writing seven calendar days prior to the first day of each course. There will be no credits or refunds for class time missed by a participant. Fees cannot be transferred to another course.
**Objective** 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** The basic textbook for this course is *Public Budgeting in America*, 5th Edition, by Robert W. Smith and Thomas D. Lynch.


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**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 Institute for Public Service and Policy Research, 1600 Hampton Street, Suite 402, Columbia, SC.

**Exam Registration Deadline** The registration deadline is November 5, 2012 for the November exams and March 29, 2013 for the May exams.

**Cancellations** Refunds, minus a 10% administrative fee, may be given for cancellations received in writing by November 12, 2012 for the November exams and May 6, 2013 for the May exams. Exam fees cannot be transferred to another exam period.

**Refunds will not be given for cancellations after that date or for “no-shows”**.

For more specific information, please see examination schedule on the back cover.
**Financial Reporting and Auditing Core Course**

*April 10 and 17, 2013*

**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** Wayne T. Sams, CPA, Director of Internal Audit, South Carolina State Housing Finance and Development Authority. Wayne received the Bachelor of Science in Accounting from Florida State University and has been with the Authority since 2009. He is responsible for conducting assurance and consulting engagements to evaluate and improve the effectiveness of risk management, control, and governance processes at the Authority. Previously, Wayne was employed 19 years with the South Carolina State Auditor's Office. Wayne has served as an instructor for CPE courses in the Auditor’s Office and for other organizations in South Carolina.

**Textbook** The basic textbook for this course is *Governmental and Non-profit Accounting*, 9th Edition revised, 2009, by Freeman and Shoulders. Please be sure to purchase the revised edition which includes information about GASB. The book also will be the textbook for the Governmental Accounting Core Course.

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**Capital Planning and Forecasting Core Course**

*October 25 and 26, 2012*

**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 and is the author of several publications on financial management and administration.


This book can be ordered by calling 1-800-745-8780 weekdays 9 AM to 5 PM ET, or online at [http://bookstore.icma.org/](http://bookstore.icma.org/). At the bookstore’s website, you can search by keyword, title, item number or ISBN. Note: The 1st edition (2004) is acceptable, if already available to the student.
Financial Management Core Course

December 13 and 14, 2012

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
- Procurement and property management
- Management of grant funds
- Cost allocation
- Internal controls

Faculty
Steve Blake, CPA, CFE, Partner, Cline Brandt Kochenower & Co., Pennsylvania. Steve received the Bachelor of Science 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 accounting.

Textbooks

This book can be ordered by calling 1-800-745-8780 weekdays 9AM to 5 PM ET, or online at http://bookstore.icma.org/. At the bookstore’s website, you can search by keyword, title, item number or ISBN.

Governmental Accounting Core Course

February 1, 8, 15 and 22, 2012

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, 9th Edition revised, 2009, by Freeman and Shoulders. Please be sure to purchase the revised edition which include s information about GASB. The book also will be the textbook for the Financial Reporting and Auditing Core Course.