

## **Examination I: Governmental Environment**

### **I: Organization, Structure and Authority of Government (15%)**

- A. Demonstrate an understanding of the levels of government, including:
  - 1. The three levels of government: federal, state and local.
  - 2. The interrelationships among the three levels of government: federal, state and local.
- B. Demonstrate an understanding of the branches of government – legislative, executive, judicial – including:
  - 1. The roles of the three branches.
  - 2. The interrelationships among the three branches.
  - 3. The checks and balances through separation of powers among the three branches.
- C. Demonstrate an understanding of the components of federal, state and local governments (for example, departments, agencies, bureaus, commissions, divisions).
- D. Demonstrate an understanding of the authorities and responsibilities of the government (government-wide and departmental), including:
  - 1. The federal government, its hierarchy and constraints (for example, U.S. Constitution, federal laws, executive orders, rules and regulations).
  - 2. The state governments, their hierarchies and constraints (for example, U.S. Constitution, state constitutions, state laws, executive orders, rules and regulations).
  - 3. The local governments, their hierarchies and constraints (for example, state constitutions, state laws, local charters, local ordinances, executive orders, rules and regulations).
  - 4. Tribal government sovereignty.
- E. Demonstrate an understanding of the authorities and responsibilities of special-purpose governments and quasi-governmental entities, including:
  - 1. The differentiation among general-purpose governments, special-purpose governments and quasi-governmental entities (for example, federal, states, cities, counties, authorities, school districts, government corporations, government-sponsored enterprises).
  - 2. The interrelationships among general-purpose governments, special-purpose governments and quasi-governmental entities.
  - 3. The role of jointly-governed organizations (for example, cooperating school districts).

### **II: Legally-Based Implications of the Government Financial Environment (20%)**

- A. Demonstrate an understanding of the implications of sovereignty in the levels of government, including:
  - 1. The meaning, application and limitations of sovereign authority.
  - 2. The power of governments to tax and borrow.
  - 3. The power of the federal government to establish monetary policy.
- B. Demonstrate an understanding of the budget, including:
  - 1. The role and significance of the budget in government.
  - 2. The objectives of the budget (for example, policy document, operations guide, financial plan, communications device).
  - 3. The objectives of the budget process (for example, define priorities, debate policy, allocate resources, identify revenue sources).

4. The legal aspects of the government budget (for example, control levels, spending limits, fund types, balanced budgeting).
  5. The principles of legislative control over governmental finance (for example, appropriating funds, establishing spending levels, establishing spending conditions).
  6. How the executive branch controls spending (for example, monitoring budget execution, planning for allocation of resources over time and among programs).
  7. How judicial decisions affect government spending.
  8. The role of other budget control devices (for example, apportionments, allotments, encumbrances/obligations, funds, function, department, activity, object).
- C. Demonstrate an understanding of how establishing special funds or dedicated revenues helps fulfill legal requirements.
- D. Demonstrate an understanding of legislative “earmarking.”

**III: Demonstrate an Understanding of the Government Management System (Cycle), Including: (18%)**

- A. The elements of the government management system, including strategic planning, programming, budgeting, operations, accounting, reporting and auditing.
- B. The interrelationships among the elements of the government management system.

**IV: Governmental Financing Process (25%)**

- A. Demonstrate an understanding of the role of taxation, including:
  1. The elements of tax policy (for example, what to tax, who to tax, how much to tax, why to tax).
  2. The various types of taxes for each level of government and the roles and advantages of each type (for example, income, wealth, consumption).
  3. The nature and role of tax expenditures.
  4. Tax limitations.
- B. Demonstrate an understanding of intergovernmental revenues, including:
  1. The differences among contracts, shared revenues and grants.
  2. The differences among the types of grants (for example, formula grants, discretionary grants, block grants).
  3. The requirements and expectations of the grantor and grantee.
- C. Demonstrate an understanding of other forms of financing, including:
  1. Other forms of government revenues (for example, investment income, user fees, licenses, lotteries, donations).
  2. The rationales for establishing user fees (for example, recover costs, expand service capacity, encourage or limit use of services).
  3. The use of public-private partnerships.
- D. Demonstrate an understanding of the role of debt, including:
  1. Purposes of entering into debt.
  2. Factors that should be considered before entering into debt (for example, ability to pay, purpose, interest rate, tax base).
  3. The types of debt limitations (for example, statutory, bond covenants).
  4. Factors that should be included in debt policies (for example, available tax base, debt maturities).

5. The various types of financing options (for example, notes, bonds, lease-purchase, certificates of participation).
6. The sources and methods of repaying debt (for example, dedicated taxes, user fees, general revenues).
7. The role of credit rating agencies in the debt issuance process.
8. The role of insurance and guarantees in the debt issuance process.

**V. Identify the Concepts, Definitions and Notions of Public Accountability, Including: (10%)**

- A. The meaning and purpose of accountability in the government environment (for example, the CFO Act of 1990).
- B. The key attributes of accountability (for example, disclosure, organization structure, reporting).
- C. The role and interrelationships among key attributes of accountability (for example, disclosure, organization structure, reporting).
- D. Elements for which a government should be accountable (for example, performance, financial, compliance, efficiency and effectiveness, stewardship of assets).
- E. The primary stakeholders in accountability (for example, legislators, taxpayers, other governments, investors, creditors, underwriters, future generations).
- F. The groups that help to establish and maintain accountability (for example, legislative bodies, media, management, analysts, employees, taxpayers).
- G. The methods used to demonstrate and assess accountability and transparency (for example, audit reports, performance reports, oversight hearings, program evaluations, service efforts and accomplishment (SEA) reports, electronic reports).
- H. The techniques used to assess fiscal sustainability and solvency.

**VI: Demonstrate an Understanding of Ethics as Applied to the Government Environment, Including: (7%)**

- A. The key concepts related to ethical responsibility to the public, professional conduct (for example, actual or perceived conflicts of interest, independence, objectivity, due care) and the sources of guidance (for example, the AGA Code of Ethics).
- B. The steps a government financial manager needs to take to avoid a conflict of interest and to ensure objectivity and independence.
- C. The concept of due care in the performance of professional duties.
- D. Activities or situations that are inconsistent with the responsibilities of public officials and employees.
- E. The appropriate course of action to avoid the reality or the perception of improper use of one's office for personal gain.

**VII: Demonstrate an Understanding of Electronic Services in Government, Including:  
(5%)**

- A. Delivery of government services and e-government (for example, driver's license renewal, online bill and tax payment).
- B. Stakeholder real-time access to information, including electronic financial reporting.
- C. The use of social media and mobile devices for communications and providing services (for example, Facebook, Twitter, RSS feeds).
- D. Security and privacy controls (for example, the requirements of the National Institute of Standards and Technology, encryption).

## **Examination II: Governmental Accounting, Financial Reporting and Budgeting**

### **I: Governmental Financial Accounting, Reporting and Budgeting: General Knowledge (40%)**

- A. Demonstrate an understanding of the influences, objectives and role of standards, including:
  - 1. The unique financial aspects of the governmental environment that differ from the private sector (for example, profit versus service, importance of budget).
  - 2. The concept of interperiod equity.
  - 3. The objectives of governmental financial reporting (for example, financial accountability, budgetary accountability, program accountability).
  - 4. The major uses of governmental financial reporting (for example, budgetary compliance, compliance with laws and regulations, assessing financial position, assessing results of operations, assessing sustainability).
  - 5. The characteristics of information in governmental financial reporting (for example, understandability, reliability, relevance, timeliness, consistency, comparability).
  - 6. The roles of the Financial Accounting Standards Board (FASB), Governmental Accounting Standards Board (GASB) and Federal Accounting Standards Advisory Board (FASAB).
  - 7. The role of the International Public Sector Accounting Standards Board (IPSASB).
  - 8. Due process in the setting of accounting standards (for example, discussion memorandum, invitation to comment, preliminary views, exposure draft, public hearing, task forces).
  - 9. The purpose of the hierarchy of generally accepted accounting principles for state/local and federal accounting and financial reporting.
  - 10. The basic concepts and requirements of Open Government financial reporting.
- B. Demonstrate an understanding of the concepts of managerial cost accounting and fee establishment, including:
  - 1. The purposes for accumulating and reporting cost information.
  - 2. The concept of full cost of outputs, incorporating inter-entity costs.
  - 3. The requirements of FASAB Statement of Federal Financial Accounting Standards (SFFAS) 4, as amended: Managerial Cost Accounting Concepts and Standards.
  - 4. Determining the costs under an intergovernmental cost-reimbursement contract or grant (as outlined in the Office of Management and Budget (OMB) Circular A-87).
  - 5. Identification of the methods for assigning and allocating costs in a given situation (for example, direct, indirect).
  - 6. Computation of the fee to be charged to a user.
  - 7. Various cost recovery objectives (for example, total direct costs, operating costs, full costs, replacement costs, incremental costs).
- C. Demonstrate an understanding of the concepts of budgeting, including:
  - 1. The key elements of the budget process, from provision of initial guidance through preparation, review, adoption, execution and accounting.
  - 2. The structure of the budget (for example, organizational unit, program, function, category, character, fund, line item, object).
  - 3. The features of various budgetary approaches (for example, baseline, line item, program, zero-base, performance).

4. The various means for financing capital projects.
  5. The methods of forecasting revenues and expenditures.
  6. The various means of budgetary control (for example, revenue monitoring, encumbrance/obligation control, vacancy controls, allotment, apportionment).
- D. Demonstrate an understanding of the general principles of governmental financial accounting, including:
1. The differences among the various measurement focuses and bases of accounting (for example, economic resources, current financial resources, cash, accrual, modified accrual).
  2. The effect of applying the various measurement focuses and bases of accounting to specific transactions.
  3. Exchange and exchange-like versus non-exchange transactions.
  4. How to adjust the allowance for doubtful accounts under alternative methods (for example, percentage of sales or percentage of accounts receivable).
  5. The differences among various methods of valuing inventory (for example, FIFO, LIFO, average cost).
  6. Situations that require recording depreciation and calculation of the same.
  7. Recording contingencies (for example, judgments, claims).

**II: Demonstrate an Understanding of State and Local Financial Accounting and Reporting, Including: (30%)**

- A. The application of the GASB standards for determining the reporting entity, including component units.
- B. The purpose of each fund type within each fund category, and its related basis of accounting.
- C. The form and content of the Comprehensive Annual Financial Report (CAFR).
- D. The form and content of the basic financial statements, including:
  1. Government-wide financial statements.
  2. Fund-level financial statements.
  3. Notes.
- E. The reporting of fund balance in governmental funds.
- F. The form and purpose of required supplementary information (RSI).
- G. How to measure, record and report the purchase of capital assets, including assets acquired through a capital lease.
- H. How to measure, record and report the incurrence and repayment of general long-term obligations in a governmental fund.
- I. How to measure, record and report common, fundamental current assets and liabilities, revenue, expenditures, and other financing sources and uses when using the modified accrual basis of accounting (for example, property tax, grants, shared revenues, capital outlays, bond proceeds, debt service, payroll, accounts receivable).
- J. How to measure, record and report common, fundamental assets, liabilities, revenue and expense transactions when using the accrual basis of accounting (for example, taxes, grants, shared revenues, capital assets, long-term debt, operating expenses, pensions, payroll, accounts receivable).
- K. The recognition, measurement and required disclosures for various taxes and other revenues.
- L. The types of interfund transactions, and how they are accounted for.

- M. How to consolidate or eliminate transactions between the fund level and the government-wide level for governmental activities.
- N. The required disclosures for cash deposits with financial institutions and investments, including repurchase agreements.
- O. The option and criteria for using the modified approach for infrastructure.
- P. The entries for recording the budget, modifying the budget and recording encumbrances and expenditures.
- Q. How to reconcile the budgetary basis of accounting to the generally accepted accounting principles bases of accounting.
- R. How to reconcile fund balances to net position for government activities at the government-wide reporting level.
- S. Government combinations (for example, mergers and acquisitions, transfers of operations).

**III: Demonstrate an Understanding of Federal Financial Accounting and Reporting,  
Including: (30%)**

- A. The role of FASAB and the relationships among the OMB, U.S. Department of the Treasury and the Government Accountability Office (GAO) in federal financial accounting and reporting.
- B. Key budgetary terms (for example, appropriations, budget authority, budgetary resources, object class, outlays, receipts, offsetting collections, deficit).
- C. The components of the budgetary equation.
- D. The relationship and differences between budgetary and proprietary accounting.
- E. Types of funds (for example, general, trust, revolving).
- F. The components and use of the U.S. Standard General Ledger.
- G. How to record common, fundamental budgetary transactions (for example, appropriation, apportionment, allotment, commitment, obligation, expenditure).
- H. How to record common, fundamental proprietary transactions (for example, warrants, accounts payable, payroll, accounts receivable, pensions, investments, depreciation).
- I. Determining the reporting entity.
- J. The form and content of a performance and accountability report (PAR) and an agency financial report (AFR).
- K. The purposes, form and content of the basic financial statements.
- L. The concepts of consolidation and intragovernmental transactions.
- M. The purposes and form of the notes to the financial statements.
- N. The purposes and form of RSI, including required supplementary stewardship information (RSSI).
- O. The concept of Fund Balance with Treasury.
- P. The concepts of accounting for loans and loan guarantees (Credit Reform Act).
- Q. The basic requirements for the U.S. Consolidated Financial Report.

## **Examination III: Governmental Financial Management and Control**

### **I: Financial Management Functions (30%)**

A. Demonstrate an understanding of cash management, including:

1. Legislation that affects governmental cash management.
2. Considerations in establishing banking relationships (for example, competition, servicing, compensating balance).
3. Techniques for accelerating collections (for example, electronic fund transfer (EFT), centralized collections, lockboxes).
4. Techniques for timely payment (for example, warehousing payments, EFT, credit cards).
5. The role and control of electronic payments (for example, smart cards, benefit cards, EFT).
6. Techniques used to prevent, identify and collect and/or correct improper payments.

B. Demonstrate an understanding of investment management, including:

1. Concepts and relationships among risk, liquidity and yield, and the associated tradeoffs.
2. The concept of fiduciary responsibility, including the duty of loyalty and duties to care, act in a prudent manner and diversify plan assets.
3. The components of an investment policy, including standards of care, objectives, conflicts of interest and authorization.
4. Types of investments for operating funds and pensions.
5. Investment management (for example, selection of money managers, role of prudent experts, understanding of markets, monitoring and evaluating performance, risk assessment/avoidance).

C. Demonstrate an understanding of loan and loan guarantee programs/debt collection, including:

1. The components of loan and loan guarantee programs (for example, rationale, credit extension, account servicing, debt write-off, performance measurement).
2. The components of delinquent debt collection (for example, salary and refund offsets, collection agencies, delinquency rates, aging, reporting requirements).

D. Demonstrate an understanding of procurement management, including:

1. The elements in the public procurement process (for example, authorized procurement officials, compiling a bidders list, public advertising, preparing and issuing an invitation to bid (ITB) or a request for proposal (RFP), evaluating proposals, awarding the contract, writing the contract).
2. Techniques for assuring full and fair competition (for example, advertising, direct contact to likely vendors, registries).
3. Contract efficiencies (for example, purchase cards, bulk purchasing, inter-agency procurements).
4. Evaluation selection criteria (for example, past performance, delivery time, price).
5. The monitoring and acceptance process to ensure that contract specifications are met.

E. Demonstrate an understanding of property management, including:

1. The elements of a property management system (for example, record keeping, safeguarding, maintenance, reporting).
2. The procedures for property disposal (for example, identifying surplus, disposition methods).

F. Demonstrate an understanding of operating materials and supplies/inventory management, including:

1. The elements of an operating materials and supplies/inventory management system (for example, policies, classifications, controls, reorder decisions).
2. Ways to safeguard operating materials and supplies/inventory (for example, physical control, tagging, periodic inventory, stewardship, radio-frequency identification (RFID)).

G. Demonstrate an understanding of financial management systems, including:

1. The concept of an integrated financial management system.
2. Management's need for real-time access to data across the enterprise (for example, use of dashboards, data visualization).
3. Business process re-engineering in the development and implementation of information systems.
4. The concept of enterprise resource planning (ERP) systems.
5. The various approaches to meeting system needs (for example, off-the-shelf, cross-servicing, outsourcing, custom design, shared services).
6. The elements of a disciplined development process (for example, requirements management, testing, data conversion, systems interfaces, configuration management, risk management, project management, quality assurance).
7. Techniques for project management (for example, defining interrelationships and tasks, resource management, cost and schedule control, cost and performance measurement, independent verification and validation).
8. Methods for assuring the reliability and completeness of data.
9. The concept of the continuity of operations plan (COOP).
10. The concept of cloud computing.

## **II: Demonstrate an Understanding of Financial and Managerial Analysis Techniques, Including: (10%)**

- A. The conduct of the following types of analyses: present value, future value, cash flow, pay-back, trend, significant ratios, comparisons to competitors, regression analysis, earned value management and flowcharting.
- B. Identification of the sources of information used for financial and managerial analysis (for example, accounting records, performance records, financial statements, census data).
- C. The use of forensic techniques, such as data mining.
- D. The use of advanced data analytics.
- E. The financial and managerial techniques used to make strategic sourcing decisions.

**III: Internal Control (25%)**

- A. Demonstrate an understanding of internal control, including:
  - 1. The objectives of internal control.
  - 2. The concepts of cost-benefit and reasonable assurance.
  - 3. The components of internal control, as specified by the Committee of Sponsoring Organizations of the Treadway Commission (COSO) Integrated Framework: control environment, risk assessment, control activities, information and communication, and monitoring.
  - 4. Cyber security (for example, general and application controls).
  - 5. The concept of enterprise risk management (ERM).
  - 6. Identification and correction of internal control deficiencies.
- B. Demonstrate an understanding of the application of internal control to:
  - 1. Programs and operations, including information technology.
  - 2. Financial reporting.
  - 3. Compliance.
  - 4. Fraud, waste and abuse prevention and detection.
- C. Demonstrate an understanding of internal control responsibilities, including:
  - 1. Management's responsibility to establish, monitor, remediate and report on internal control.
  - 2. Management's responsibility for detecting and reporting fraud, waste and abuse.
  - 3. The independent auditor's responsibility regarding internal control.
  - 4. The roles of the internal auditor in the internal control process.
- D. Demonstrate an understanding of the internal control evaluation process, including:
  - 1. The process for documenting and assessing internal control.
  - 2. The roles of management and the auditor in the evaluations of internal control including the risk of fraud, waste and abuse.
- E. Demonstrate an understanding of the internal control reporting process, including:
  - 1. How management reports on internal control, including the use of various types of assertions.
  - 2. The auditor's reporting on internal control.

**IV: Demonstrate an Understanding of Performance Measurement/Metrics/Service Efforts and Accomplishments (SEA), Including: (15%)**

- A. The objectives of financial and non-financial performance measures.
- B. How performance measures relate to organizational goals and objectives.
- C. How financial and non-financial performance measures are linked.
- D. How financial and non-financial performance measures are integrated with the strategic plan and budget.
- E. The uses of performance measurement and reporting to demonstrate public accountability and transparency.
- F. The uses of performance measurement and reporting to improve allocation of resources and oversight of performance.
- G. The uses of performance measurement and reporting to improve effectiveness and efficiency.
- H. The types of performance measures: inputs, outputs, outcomes and efficiency measures.
- I. The characteristics of performance measurement data (for example, relevant, understandable, comparable, reliable, timely, verifiable, actionable, cost-beneficial).

- J. Baselines and benchmarks.
- K. The role of stakeholder input in the performance process.
- L. The legal requirement and guidance for performance measurement.

**V: Auditing (20%)**

- A. Demonstrate an understanding of auditing, including:
  - 1. Types of auditors (for example, external, internal).
  - 2. Objectives of financial audits.
  - 3. Objectives of performance audits.
  - 4. Objectives of attestation engagements.
  - 5. Uses of audit reports.
  - 6. The concept of materiality.
- B. Demonstrate an understanding of standards, including:
  - 1. The sources of auditing standards for audits of government organizations.
  - 2. The interrelationships among various standards-setting organizations (for example, the Government Accountability Office (GAO), AICPA Auditing Standards Board and the Public Company Accounting Oversight Board (PCAOB)).
  - 3. The concept of general standards.
  - 4. The concept of auditor independence and the impact of non-audit professional services on independence.
  - 5. Standards for performing financial audits.
  - 6. The responsibilities of the auditor in an audit follow-up program.
  - 7. Fieldwork standards for performance audits and attestation engagements.
  - 8. Reporting standards for financial audits, performance audits and attestation engagements.
  - 9. The types of activities that are considered sensitive in a government audit (for example, taxpayer information, payments to informants, the Health Insurance Portability and Accountability Act (HIPPA) data, personally identifiable information (PII)).
- C. Demonstrate an understanding of the responsibilities of the auditee, including tasks related to:
  - 1. Preparing for and procuring audit services.
  - 2. Supporting the audit process.
  - 3. Preparation of the management representation letter.
  - 4. Audit follow-up and corrective action plan based on audit findings.
  - 5. The role of an audit or audit advisory committee.
- D. Demonstrate an understanding of the components of the Single Audit Act, including:
  - 1. The scope and purpose.
  - 2. The required reports.