

New Hampshire Government Finance Officers Association

presents

The New Hampshire Government Accounting Certificate Program

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New Hampshire Government Accounting Certificate Program

There is a growing need for individuals with specialized competencies in government accounting. In response, NHGFOA has developed a Government Accounting Certificate Program. The program will develop the knowledge, skills, and abilities of financial personnel working in municipal government. The nine-session program combines theory and the best practices used in government accounting, including hands-on training with the associated financial systems and tools. This program is geared toward entry or mid-level accounting personnel in government.

Participants in the program will gain knowledge, understanding, and learn best practices in all areas of government accounting including finance, internal controls and risk management, budget development, payroll, personnel, state and municipal finance, auditing, and business communications. Participants will learn how to use the tools and techniques recognized in government accounting.

Each class in the program is led by a practitioner with specialized knowledge in the subject area and experience as a classroom instructor. Classes will be held at 25 Triangle Park Drive in Concord, NH.

Program Costs:

\$350 tuition includes professional instruction and class materials. Scholarships through NHGFOA are available. Classes may be attended individually at the standard class rate of \$50 plus the cost of materials but will not count toward the certificate.

Additional Costs:

\$95/\$45 GAAFR (Blue Book) and Supplement*

\$175 NHGFOA Annual Conference

\$95 NHMA Budget & Finance Workshop - Select either Manchester, NH or Lincoln, NH

*If the participant already has a copy of the GAAFR (Blue Book) or supplement, please feel free to use that copy.

Program Classes

Participants will have two years to complete this program. 2020 dates will be announced late 2019.

Session 1 9:00 - 12:00

Session 2 1:00 - 4:00

April 23 & 24, 2020	Basic Government Accounting - must attend both days (Full Day)
May 7 & 8, 2020	NHGFOA Annual Conference - must attend both days
May 18, 2020	Internal Controls and Risk Management (1/2 day - Session 1)
June 22, 2020	How NH Funds Public Services (1/2 day - Session 1)
June 22, 2020	Case Studies Internal Controls and Risk management (1/2 day - Session 2)
July 14 & 28, 2020	Business Communications (must choose one day)
August 2020	It's Payday! (Full Day)
September 2020	NHMA Budget & Finance Workshop (Manchester, NH) select one B&F Workshop
September 2020	NHMA Budget & Finance Workshop (Lincoln, NH) select one B&F Workshop
October 7, 2020	NH DRA Tax Rate Setting Portal and Forms (1/2 day - Session 1)
October 7, 2020	The Auditors are Coming (1/2 day - Session 2)
November 2020	Excel Level 1 Beginner to Intermediate Skills (Full Day) select one
November 2020	QuickBooks Level 1 (Full Day) select one

Basic Government Accounting

GAAFR (Blue Book) and GAAFR Supplement

The purpose of this course is to provide the basic understanding of the fundamental principles of municipal accounting; as accounting and financial reporting provide the informational financial data infrastructure for public finance. Many participants may not have had formal college accounting, but have “learned on the job”. This course is designed to bridge the mechanics of day to day accounting with a formal learning environment in understanding the basic accounting principles needed for a successful municipal business office.

Internal Controls and Risk Management - Session 1

GAAFR (Blue Book) and GAAFR Supplement

Part 1 - Internal Controls, Risk & Fraud Prevention-The purpose of this course is to provide participants with an understanding of effective internal control procedures and an ability to identify areas of risk and potential opportunities for fraud. Using the Committee of Sponsoring Organization’s internal control framework, participants will gain an understanding of the five key elements of an effective system of internal controls: the control environment; risk assessment; implementing control activities; information and communication; and monitoring. Each will be discussed from the perspective of both a city finance office and a small municipal office operation.

NHGFOA Annual Conference

The training committee puts together an excellent variety of sessions and events that are both informative and entertaining. There are fresh sessions on personalities, labor audits, fraud/scams/cyber security and more. Treasurer training continues with sessions on policies and credit cards along with the popular GASB, economic, and legislative update sessions.

Business Communication - Session 2

Business writing, communication skills & presentation skills - The purpose of the course is to provide entry- to mid-level accounting professionals with information related to best practices in effective communication, specifically in the public sector. Topics include business writing, reports and presentation materials. Effective communication is an essential skill in any organization or field. For those in government accounting, explaining or presenting sometimes complex information to the public, elected officials, employees or vendors is a valued and important component of effective government. Verbal and written communication skills, including reports and presentations, strengthen the message and demonstrate professionalism and customer service. This class will focus on the elements of effective communication including the basic business writing; how to develop materials for the reader; basics of presentation skills and tools.

How NH Funds Public Services - Session 1

Many people think of the property tax as a primary funding source, but there are a range of other revenue streams that we rely on to fund public services, such as education, child care and protection, public safety and health, roads and bridges, and environmental programs. Public services at the state level are funded through a collection of tax, fee, and enterprise revenue sources, with different degrees of variation due to economic cycles. Federal funds also support a broad range of programs and services at the state and local levels. This presentation will review the primary revenue sources we rely on to fund public services in New Hampshire and some key policy decisions that have had effects on state and local revenues. This session will also review the interplay with federal funds and the potential impact federal budget changes could have on public services here in New Hampshire.

Case Studies - Internal Controls and Risk Management - Session 2

What went wrong – case studies. In the second session of Internal Controls and Risk Management, the focus will be on analyzing actual fraud cases that have occurred in government environments and will provide participants with a keen awareness of the potentials that exist for fraud. This case analysis will involve group discussions to identify elements of the fraud triangle that existed, red flags that were present, and internal control weaknesses that allowed fraud to occur and control procedures that should be implemented to mitigate the opportunity for future fraudulent activities.

Its Payday!

This class is designed to give payroll preparers a better understanding of the most efficient methods of tracking time, processing payroll, and properly reporting this information. Timekeeping – proper pay, OT, voluntary and involuntary deductions. Topics include: Time tracking; earning categories (base hourly, overtime vs. salary (exempt employees); deduction categories (types of voluntary and involuntary deductions), and Section 125 plans. The session will also include quarterly/annual payroll reporting – who gets what and why (multiple state reporting, Social Security vs IRS reporting, etc.); W-2 vs 1099 employees / contractors’ Collective bargaining).

Municipal Budget & Finance Workshop

NHMA’s annual Budget and Finance workshop is offered at two locations in late September and is one of our most popular training opportunities. In addition to a thorough overview of the Municipal Budget Law, this full-day workshop provides an update on recent legislative changes impacting local budgets along with other topics of interest and importance to municipal and school officials. Ample time is devoted to questions and answers. The Budget and Finance workshop is designed for selectmen, budget committee members, town managers and administrators, finance staff and other officials involved in the town or school budget process. Participants will receive the latest edition of NHMA’s The Basic Law of Budgeting: A Guide for Towns, Village Districts and School Districts.

NH DRA Tax Rate Setting Portal and Forms - Session 1

DRA’s Property Tax Rate Setting System: The DRA’s modernized system for municipal entities was designed to save time and increase accuracy through a number of automated processes. This session will provide an overview of the system, including its features and functions beginning with the budget and warrant article drafting process, producing and filing of forms, through to the tax rate setting.

The Local Auditors are Coming - How to Prepare for a Successful Governmental Audit

While preparing for your government’s annual audit can seem to be an overwhelming task, this course will assist you in planning ahead and successful execution. We all know that the annual audit consumes countless hours both from the auditee and the auditor. Your time is valuable, the objective of this course is to encourage open communication and advance preparation so that you can efficiently and successfully move through an audit.

Excel Level 1 Beginner to Intermediate Skills - Choose either Excel or QuickBooks

Learn to perform calculations, modify and manipulate spreadsheets, print, create and modify charts and graphs, manage through data filters and multi-level sorts, and discover pivot tables.

QuickBooks Level 1 -- Choose either Excel or QuickBooks

This course is designed to take everything you have learned through the certificate program and apply it to QuickBooks. Topics will include organizing the chart of accounts, budgeting, formatting reports, as well as a series of tips and tricks to make QuickBooks easier to use.

The New Hampshire Government Accounting Certificate Program

Frequently Asked Questions

1. Do I need to purchase the books?

Yes, but only if you do not have a 2012 edition GAAFR or GAAFR Supplement in your office that you can bring. You need to check the box on the application indicating that you need them.

2. Do I need to attend the NHGFOA Conference?

Yes, you will need to attend BOTH days. The conference is not included in the \$350 certificate program cost and will have a separate registration process.

3. Do I need to attend the Budget & Finance Workshop and do I need to attend both days?

Yes, you will need to attend the workshop however, you choose only ONE of the dates. This is also not included in the cost of the program and will also have a separate registration process.

4. I went to the Budget & Finance Workshop and/or the NHGFOA Conference last year, do I have to still go?

Yes.

5. Where are the classes located?

All classes will be held at 25 Triangle Park Drive in Concord with the exception of the Excel class which will be held at NHTI in Concord.

6. What time do classes start?

All classes start at 9:00am. Ending time will vary. For a half day plan on 12:00 and for a full day plan on 4:00

7. How long do I have to complete the classes?

You have two years to complete the program.

8. Do I need to attend every class to get the certificate?

Yes.

9. Do I need to register separately for each class?

No, just the Budget and Finance Workshop and the NHGFOA Conference require a separate registration.

10. Will lunch be provided for the full day courses?

No, but we will provide morning coffee and there are many restaurants available in the area. We also have a refrigerator you can use if you choose to bring your lunch.



Application

New Hampshire Government Accounting Certificate Program

New Hampshire Government Finance Officers Association
25 Triangle Park Drive, Suite 102
Concord, NH 03301

Email: info.nhgfoa@gmail.com

Today's Date _____

Would this Government Accounting Program be (please check one):

Certificate Program \$350.00 _____

_____ New Information

GAAFR (Blue Book)* \$95.00 _____

_____ A Refresher Course

GAAFR Supplement * \$45.00 _____

Standard Class Rate \$50.00 plus the cost of materials Class(es) _____

*If the participant has a copy of the GAAFR (Blue Book) or the Supplement, please feel free to use that copy

Please Indicate whether you are taking Excel or QuickBooks: _____

Personal and Current Work Information:

Name: _____

Employer: _____

Title: _____

Work Address: _____

Phone: _____

Email: _____

Supervisor: _____

Email: _____

Phone: _____

Accounting Skills Used in Current Job: _____

Work History:

Title: _____ Employer: _____

Accounting Skills Used: _____

Work History:

Title: _____ Employer: _____

Accounting Skills Used: _____

Educational Experience:

Institution: _____ Degree: _____ Year Completed: _____

Educational Experience:

Institution: _____ Degree: _____ Year Completed: _____

Please provide a personal statement explaining why you would want to participate in the NH Government Certificate Program and how it will further your personal goals: _____

Applicant Signature: _____ Date: _____

Supervisor's Support Statement: "My signature below indicates that I fully support this candidate's entry into the NH Government Accounting Certificate Program offered by NHGFOA and that funding has been approved."

Supervisor Signature: _____ Date: _____

****Please do not process payment until applicant has been accepted into the program and an invoice from NHGFOA is received****