

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.

Registration typically opens in November for the next year and closes once the class is full or April 1st before classes begin.

All participants will receive a GAAFR and additional related materials by GFOA.

Program Costs:

\$300 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:

\$175 NHGFOA Annual Conference

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

Program Classes

SAMPLE SCHEDULE

Participants will have two years to complete this program.

Session 1 9:00 - 12:00

Session 2 1:00 - 4:00

April 23 & 24	Basic Government Accounting - must attend both days (Full Day)
May 7 & 8	NHGFOA Annual Conference - must attend both days
May 18	Internal Controls and Risk Management (1/2 day - Session 1)
June 8	How NH Funds Public Services (1/2 day - Session 1)
June 8	Case Studies Internal Controls and Risk management (1/2 day - Session 2)
July 14 & 28	Business Communications (must choose <u>one</u> full day)
August 25, 2020	It's Payday! (Full Day)
September	NHMA Budget & Finance Workshop (Manchester, NH) select <u>one</u> B&F Workshop
September	NHMA Budget & Finance Workshop (Lincoln, NH) select <u>one</u> B&F Workshop
October 7	NH DRA Tax Rate Setting Portal and Forms (1/2 day - Session 1)
October 7	The Auditors are Coming (1/2 day - Session 2)
November 5 & 17	Excel Level 1 Beginner to Intermediate Skills (Full Day) select one
November 5	QuickBooks Level 1 (Full Day) select one

Basic Government Accounting

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

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

Business communication skills & presentation skills - The purpose of the course is to provide entry- to mid-level professionals with information related to best practices in effective communication, specifically in the public sector. Effective communication is an essential skill in any organization or field. For those in government, 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 how to develop materials for the reader and basics of presentation skills and tools. You will need to bring a sample of a presentation you have made to this class.

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.