

**Georgia Fiscal Management Council News Article**  
**October – December 2014 Newsletter**  
**Submitted by Tracy Arner**

**New Budget and Financial Management Certification Program**

A new certification program is being offered by the Carl Vinson Institute of Government and includes a total of eight courses covering a variety of budget, revenue, and other topics.

Currently, five courses are available for registration:

- Language of Accounting
- TeamWorks Literacy and Orientation
- Revenue and Expenditure Analysis
- Budget Administration
- Revenue Administration

The remaining three classes, Purchasing, Internal Controls, and Debt Administration, will be available in fiscal year 2016.

The **Language of Accounting** compares Generally Accepted Accounting Principles used in the preparation of the state's Comprehensive Annual Financial Report with State Accounting Office policies that govern the budgetary compliance responsibilities of agencies. It also introduces terminology that is important in communication between budget and finance analysts.

**TeamWorks Literacy and Orientation** gives a basic overview of the structure of the Commitment Control (budget) module in TeamWorks and introduces important queries for monitoring budgetary compliance. In addition, the TeamWorks class teaches important Excel skills such as pivot tables and vlookup which are required for data analysis.

The **Revenue and Expenditure Analysis** class takes the information from TeamWorks and Language of Accounting and shows how to analyze transactions using queried data. Transactions covered include payroll, purchase orders, revenue, and contracts.

The **Budget Administration** class presents an overview of the State's budget process including the roles of the Governor, State Legislature, Office of Planning and Budget, elected officials and agencies. Topics include tracking a budget request through the legislative process, posting the budget to BudgetNet and TeamWorks, monitoring the budget for compliance, and the Budgetary Compliance Report.

The **Revenue Administration** class presents an overview of the revenue sources for the State including the role of the Georgia Department of Revenue in the collection and disbursement of funds. Discussion will include the allotment process, proper usage of the revenue collections fund, and an overview of State Treasurer's Office functions.

To register for these and other classes, please visit <http://www.cviog.uga.edu/statefinance/schedule>.

Contact Sharon VerBeek, [sverbeek@uga.edu](mailto:sverbeek@uga.edu); 404-463-6801 for more information.