

# Basic County Finance Certificate



The CTAS online **Basic County Finance** training program includes “**how to**” courses for **newly hired finance and budget staff employees, and elected/appointed officials** such as **county commissioners, mayors, highway officials, and directors of schools**.

These courses enable users with **limited financial knowledge or experience** to better understand how to initiate, record, and process various governmental fund transactions. Courses are designed for employees who work in the budget/finance department or in other county elected offices or departments.

There is a **\$150 enrollment fee** to participate in this program.

The recorded courses are approximately 30 to 90 minutes each, self-paced, and offered online through K@TE and can be taken one at a time. Participants can complete all 11 courses or take individual courses at their discretion. Participants must answer knowledge check questions during the course; however, there is no testing.

Upon completion of all 11 courses, participants will receive a CTAS **Basic County Finance** certificate. It is recommended that courses be completed within one year of starting the program and in the following sequence:

	<b>Course Title</b>	<b>Hours</b>
1	Introductions to Governmental Fund Accounting	1.5
2	Cash Receipts, Deposits, Revenues, and Accounts Receivable	1.0
3	Accounts Payable	1.0
4	Bank Reconciliations	0.5
5	Payroll Processing	1.0
6	Payroll Liabilities	0.5
7	Budget Amendments	0.5
8	Debt Transactions	0.5
9	Capital Expenditures, Assets, and Depreciation	1.0
10	Understanding Governmental Fund Financial Statements	1.0
11	Fiscal Year-End Closing and the Audit Process	1.5
<b>Total Program Hours</b>		<b>10.0</b>

Individuals with limited experience can complete the *Basic County Finance* program before enrolling or while enrolled in the CTAS Certified County Finance Officer (CCFO) program courses.

These program courses **DO NOT qualify for CCFO** continuing professional education (CPE). The courses are presented by the CTAS CCFO Program staff.

**Note: Individuals who complete all 11 Basic County Finance online program courses can qualify for up to 10.0 hours of County Officials Certificate Training Program (COCTP) choice elective credits.**