

Basic County Finance Certificate

11**COURSES**
10.0 HOURS

Build a foundation in county finance.

Who this program serves.

The CTAS online Basic County Finance training program includes “how to” courses for newly hired finance and budget state 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.

ONLINE • SELF-PACED

Recorded courses run 30 to 90 minutes.

\$150 ENROLLMENT FEE

To participate in this program.

11 required courses:

Complete all 11 courses for a certificate; individual courses may also be taken.

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

Ready to get started?

A one-time enrollment fee applies.

Contact John Sutton, CCFO Program Manager | john.sutton@tennessee.edu

Basic County Finance Certificate Program Details

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How the program works

Courses are designed for employees who work in the budget/finance department or in other county elected offices or departments.

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 sequence shown.

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.

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.

Program information

CTAS Basic County Finance online training program.

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