

CGFM Study Guide

Policies and Procedures

AGA-Portland Chapter

Effective 8/1/2011



A. The CGFM materials consist of the following sections:

I. Governmental Environment

1. Organization, Structure and Authority of Government 15%
2. Legal and Other Aspects of the Government Environment 25%
3. Demonstrate an understanding of the Government Management System including the Interrelationships among Planning, Programming, Budgeting, Operations, Accounting, Reporting, and Auditing (15%)
4. Governmental Financing Process (25%)
5. Identify the concepts, definitions, and notions of Public Accountability (5%)
6. Demonstrate an understanding of the role of Ethics in Government, and Ethical Practice as a Government Financial Manager (5%)
7. Demonstrate an understanding of Financial Management Responsibilities and Skills (10%)

II. Governmental Accounting, Financial Reporting and Budgeting

1. Governmental Financial Accounting, Reporting and Budgeting: General Knowledge (40%)
2. Demonstrate an understanding of State and Local Financial Accounting and Reporting including: (30%)
3. Demonstrate an understanding of Federal Financial Accounting and Reporting including: (30%)

III. Governmental Financial Management and Control

1. Internal Controls (25%)
2. Internal and External Auditing (25%)
3. Demonstrate an understanding of Performance Measurement Reporting including: (13%)
4. Demonstrate an understanding of Financial and Managerial Analysis Techniques including: (7%)
5. Financial and Managerial Concepts, Controls and Techniques (30%)

B. AGA members may borrow one section at a time.

C. Member must return materials back to the library no later than one month from the date of check out.

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- D. If a member needs the materials longer, member may sign out for the materials again, unless there is no waiting list. Otherwise, member will need to list their name on the wait list.
- E. A member may have a section placed on hold for no more than 24 hours. If a member does not pick up the requested materials within the 24 hours period, materials will become available to the next interested individual.
- F. Member must sign up for these materials and the designated individual will confirm the return of materials. Please see attached "CGFM Materials Sign-Up Sheet".
- G. Penalty Fee: If the material borrowed becomes lost, misplaced, or destroyed, AGA-Portland Chapter will charge the member (borrower) the replacement cost of this material.