COURSE SYLLABUS

Assessing Financial-Related Activities and Controls Course

Learn to audit financial-related functions such as budgeting, procurement, and property control using both systems-procedure and results-outcome methods.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/assessing-financialrelated-activities-and-controls



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Course Outline

Module 1: A Working Introduction

- Overview of accountability, funding, and budgeting in government
- Federal appropriations law and budget formulation process
- Key principles of financial audits and internal control
- Information technology systems and their role in financial management

Module 2: Control Definitions and Concepts

- Understanding internal control standards (GAO Green Book)
- Identifying and assessing risks associated with financial activities
- Evaluating internal control systems through different approaches

Module 3: Cash and Fund Control

- Challenges and reforms in government cash management
- Application of budget authority and specific cash handling controls
- Techniques for evaluating and ensuring adequate controls over cash

Module 4: Revenues and Receivables

- Sources and methods of collecting government revenues
- Controls specific to revenue collection and accounts receivable
- Analysis of common problems and causes in revenue management

Module 5: Procurement and Payables

- Role and organization of procurement within government agencies
- Risks associated with procurement and accounts payable processes
- Specific control activities for managing procurement effectively

Module 6: Property Management

- Control objectives and risks related to government property
- Procedures for safeguarding, maintaining, and accounting for assets
- Disaster planning and contingency management

Module 7: Employee Compensation

- Payroll processing and management control objectives
- Risks and internal controls associated with payroll activities
- Transaction testing methods to evaluate payroll controls

Module 8: Financial Reporting

- Purposes and principles of effective financial reporting
- Requirements and formats for external and internal financial reports
- Ensuring transparency and accountability through financial reporting