

Federal Budgeting for Non-Budgeting Personnel Course

Gain a foundational understanding of the federal budget process, including preparation, execution, and financial management.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/federal-budgeting-for-nonbudgeting-personnel>



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Course Outline

Module 1: Federal Budget Overview

- Module 1 learning outcomes
- The changing budget environment
- The size and composition of the federal budget
- Receipts (revenue)
- Expenditures (outlays)
- Surplus, deficit, and debt
- Competition for funding
- Purposes of the federal budget
- What's in the president's budget?
- Evolution of the federal budget and financial management structure
- The federal budget process
- Core competencies for financial professionals
- Key budget terms

Module 2: Overview of the 1993 Government Performance and Results Act (GPRA)

- Module 2 learning outcomes
- 1993 Government Performance and Results Act (GPRA)
- Basic components of GPRA
- Strategic plans
- Annual performance plans (APP)
- Annual performance reports (APR)
- GPRA Modernization Act (GPRAMA) of 2010
- Definitions associated with performance management

- Making GPRA work at the organizational level

Module 3: Overview of the Organizational Budget

- Module 3 learning outcomes
- The organization budget
- Purposes of the organization budget
- Case study: general situation
- Request for budget authority
- Request for budget authority for the budget year (BY)
- Spending control
- Accountability
- Efficiency analysis
- Improving efficiency

Module 4: Budget Formulation

- Module 4 learning outcomes
- Budget formulation phase
- Budget formulation phase timeline
- Ten significant steps in the formulation phase
- Developing budget justifications
- Developing full-time equivalent (FTE) estimates

Module 5: Congressional Action

- Module 5 learning outcomes
- The congressional review process
- Analysis of congressional action

Module 6: Budget Execution

- Module 6 learning outcomes
- Overview of budget execution
- Monitor obligations and outlays
- Budget execution techniques
- Bonus exercises

Module 7: Audits and Reviews

- Module 7 learning outcomes
- The role of audits in budgeting
- Review processes
- Reporting findings

Module 8: Course Review Knowledge Check

- Review key concepts
- Knowledge check questions