

## **Funds Management for CORs (2 days)**

### **COURSE PERSPECTIVE**

This course presents a framework for students from any career occupation within the federal government to learn more about how the four disciplines (Budgetary Guidelines, Appropriation Law, Federal Acquisition Regulations, and Accounting and Internal Controls) impact managing funds. This framework is necessary for any federal employee who oversees funds as a Manager, Project Officer, Financial Officer, Budget Analyst, Contracting Officer, Contracting Officer's Representative, or Task Manager to understand the importance of funds management and how it can contribute to a successful completion of organizational goals. Additionally, this course will provide the tools required to succeed in managing funds. Essential techniques at the micro-level are explored and documented. This course leads participants through Budgetary Guidelines, Appropriation Law, Contract Management, and Accounting and Internal Controls and how best to work in each discipline to manage funds more optimally.

### **FAC-COR COMPETENCIES**

This course addresses FAC-COR technical competencies listed in the FAI Competency Model dated October 1, 2022 for *General Acquisition Concepts* [Indicators 1.1, 1.2, 1.5] *Acquisition Planning* [Indicator 2.5] *General Project Management Concepts* [Indicators 6.4, 6.6] and *Contract Administration* [Indicators 8.1, 8.2, 8.3, 8.8].

### **COURSE CONTENT**

- Accounting, budget, legal and procurement influences in managing Federal funds.
- Internal controls: what is sufficient?
- Improving strategies to manage funds and to excel as an effective steward of appropriated funds.
- Tools necessary to succeed in an ever-changing budget environment.
- Reprogramming funds to optimize the appropriations.
- Three tests of a valid appropriation.
- Types of contracts and their impact on fund management.
- Procurement actions that affect funds management.
- Using an Audit to develop funds management strategies.
- Internal controls that require reporting and oversight.
- Reporting requirements used to strengthen internal controls.
- Interpersonal tactics for building collaborative relationships to improve funds management.
- Handling questions, problems and providing solutions for various funding scenarios.

### **COURSE MATERIALS**

Attendees receive a student guide comprised of 8 chapters. The guide is organized around the four disciplines of funds management (budgeting, appropriation law, contracting, and accounting) and illustrates the impact of each on the others. A set of handouts provide a series of exercises requiring students to apply interrelated funds management principles.

### **COURSE COMPLETION REQUIREMENTS/CLPs**

Sixteen (16) continuous learning points (CLPs) are issued for successful course completion based on 100% attendance. The instructor may grant up to 1 hour of excused absence.