

BASIC INSTITUTE THREE YEAR CURRICULUM

CURRICULUM CATEGORY	2023	2024	2025	TOTAL HOURS OVER 3 YEARS
Principles of Public Finance	2	2	2	6
Government Accounting	2	0	2	4
Cash Management/Banking Relations	3	4	3	10
Investing Public Funds	2	2	2	6
Debt Management	2	2	2	6
Internal Controls/Fraud Detection	2	0	2	4
Ethics and the Treasurer	2	2	2	6
State Laws and Regulations	2	2	0	4
Financial Reporting	0	2	2	4
Revenue Collections	2	2	0	4
Public Budgeting	2	2	2	6
Technology	0	2	2	4
Disaster Preparedness	2	0	2	4
Personnel Management	2	2	0	4
Communications and Public Relations	2	2	2	6
Organizational Management	3	4	3	10
State Specific Education	2	2	2	6
Peer Knowledge Sharing	2	2	2	6
TOTAL HOURS	34	34	32	100

Suggested Training Topics by Curriculum Category

Principles of Public Finance – 6 Hours

Public Fiscal Policy
Sources & Uses of Public Funds
Costing Governmental Services

Governmental Accounting - 4 Hours

Standard Fund Designations
Uniform Chart of Accounts
GASB and FASB Pronouncements
Audit Requirements
Single Audit Act
Simple Transactions

Cash Management & Banking – 10 Hours

Introduction to Cash Management
Managing Receipts & Disbursements
Cash Forecasting
Cash Management Services
Cash Maximizing Techniques
Evaluating Financial Institutions
Paying for Banking Services
Electronic Commerce

Investing Public Funds – 6 Hours

Current Investment Laws
Investment Policy
Investment Procedures
Investment Instruments
Yield Curve Analysis
Investment Strategies & Practices
Use of Computerized Information

Debt Management – 6 Hours

Debt Policy
Capital Improvement Plan
Debt Services Funds
Debt Types (Bond) & Structure
The Right Debt Instrument/Financing
Alternatives
Method of Sale
Selecting Service Providers & Rating Agencies
State Law

Internal Controls/Fraud Detection – 4 Hours

Establishment of Internal Controls
Monitoring of the Internal Control Structure
Keeping Losses to a Minimum
Embezzlement & Fraud

Ethics & the Treasurer – 6 Hours

Disclosure Requirements
State Conflict of Interest Laws
Ethical Questions and Behavior

State Laws & Regulations – 4 Hours

Principles of Taxation
Liens & Foreclosures
Miscellaneous Laws Affecting Treasurers

Financial Reporting – 4 Hours

Investment
Revenues and Expenditures
To Mayor and Council
To Public
Annual Reports

Revenue Collections – 4 Hours

Developing a Collection Program
Collection Calls & Letters
Collection Techniques
Credit Cards & Electronic Payments
Collection Agencies

Public Budgeting – 6 Hours

Budget Types
Line Item vs. Object Budgets
Budget Transaction Types
Budget Techniques
Financial Planning

Technology – 4 Hours

Internet
Evolving Technology
Technology in the Workplace

Disaster Preparedness – 4 Hours

Creating a Disaster Preparedness Plan
Creating a Mobile Office
Using Technology to Implement a Plan

Personnel Management – 4 Hours

Conflict Management
Employee Performance & Appraisal Systems
Leadership Styles
Hiring, Discipline & Termination
Sexual Harassment
Fair Labor Standards Act
Increasing Employee Motivation
Quality through Employee Involvement

Communications & Public Relations – 6 Hours

Oral Presentation Skills
Conducting a Meeting
Listening Techniques
Effective Writing
Using Graphs as Communication Tools
Citizens, Neighbors & Special Interest Groups
Dealing with the Media
Economic Development & Revitalization

Organizational Management – 10 Hours

Organizational Models
Cultural Diversity
Written Procedures
Controlling Work Flow
Implementing Technology with On-the-Job Training
Retention & Disposal Schedule
Comparison of Record Systems
American Political Science
Politics and the Organization
State Legislative and Executive Process
Local Legislative Process
Analytical Thinking
Problem Solving Techniques