COURSE SYLLABUS

Financial Management Bootcamp for New Federal Managers Course

Acquire essential federal financial management knowledge to manage budget, accounting, and stewardship responsibilities confidently as a new manager.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/financial-management-bootcamp-for-new-federal-managers



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Course Outline

Module 1: Size and Scope of the National Budget

- Understand national debt, annual deficit, and federal spending patterns
- Differentiate between mandatory and discretionary spending
- Analyze real-time data on revenues and expenditures
- Discuss the implications of the growing national debt

Module 2: The Federal Budget Cycle

- Learn the phases: formulation, congressional action, execution, audit, and review
- Understand rules for appropriations, apportionments, allotments, and obligations
- Explore procurement methods and rules for ratification and fund transfers
- Connect performance metrics to budget outcomes per GPRA

Module 3: Financial Professionals You Will Work With

- Identify key roles: CFO, budget officers, analysts, accountants, and certifying officers
- Understand their responsibilities in budget formulation, execution, and audit
- Clarify communication roles with program staff, vendors, and oversight bodies

Module 4: Lifecycle of Federal Financial Transactions

- Follow a dollar from appropriation to Treasury disbursement
- Understand commitments, obligations, and liquidations
- Manage aging unliquidated obligations (ULOs)

Module 5: Sources of Financial Authority and Internal Controls

- Learn key regulations: GAO Red Book, OMB Circulars, Prompt Payment Act
- Apply internal controls and compliance strategies
- Understand the purpose-time-amount test and Antideficiency Act rules

Module 6: Communicating Financial Information

- Know when and how to communicate with Congress, auditors, and the public
- Observe restrictions on pre-decisional and proprietary information
- Ensure accurate, authorized communication of financial data

Module 7: Wrapping It All Up

- Explore additional professional development opportunities
- Understand how technology affects financial data accuracy and reporting
- Review practical steps to strengthen financial literacy and performance linkage