

CENTER FOR  
GOVERNMENT SERVICES

# Financial Management

COURSES FOR NEW JERSEY LOCAL  
GOVERNMENT || SPRING 2017 SCHEDULE



**RUTGERS**  
Continuing Studies

## FINANCIAL MANAGEMENT PROGRAM

This series of courses is designed to train municipal and county finance personnel in the responsibility of everyday fiscal operations. All eight courses are required for the state designation of Certified Municipal Finance Officer. For complete certification requirements for Certified Municipal Finance Officers, see N.J.S.A. 40A:9-140.1-3.

Municipal finance officers, treasurers, clerks, purchasing agents, tax collectors, commissioners of finance, governing body members, other municipal officials, and interested citizens are invited to enroll in the courses as long as the prerequisites are satisfied.

Final examinations are administered and the passing grade is 80% in all courses. Failure requires students to re-take the course.

Certificates are awarded upon satisfactory completion of each course, which is defined as attendance at 80 percent of the class hours, a passing grade, and full payment of fees.

## PREREQUISITE INFORMATION

### **Prerequisite to the Accounting Courses in the Certified Municipal Finance Officer Program**

A prerequisite of basic accounting knowledge is required to ensure that students are adequately prepared to successfully complete the program. A minimum of six credits in Introduction to Financial Accounting and Managerial Accounting (Accounting 101 and 102) at the college level, or completion of the Introduction to Accounting course, is required prior to attendance in the Current Fund I and subsequent accounting courses. An opportunity to “test out” has been included for individuals whose experience with accounting principles has prepared them to meet the demands of the curriculum. If you are interested in testing out of the Introduction to Accounting course, please call 732-932-3640 X632 to make arrangements. There is a \$150 fee for administration of the examination.

## PROGRAM COURSES

### **Introduction to Accounting – 18 Hours**

*Prerequisite: None*

This course has been added to the Certified Municipal Finance Officers’ Program to ensure that students are adequately prepared to successfully complete the program. This course is applicable to those who do not possess six credits in Introduction to Financial Accounting and Managerial Accounting (Accounting 101 and 102) at the college level. Successful completion is required prior to attendance in Current Fund I and subsequent accounting courses.

### **Municipal Finance Administration – 26 Hours**

*Prerequisite: None*

This course is designed to provide a foundation for an understanding of New Jersey local government fiscal affairs. Major areas of instruction cover the institutional framework of local government in New Jersey, the state’s role in supervision and assistance, property tax administration and assessment administration, municipal caps, municipal budgeting and execution, municipal purchasing, treasury management and flexible chart of accounts.

### **Municipal Budget Process – 30 Hours**

*Prerequisite: None*

This course acquaints the student with the full budget cycle, with special emphasis on the budget’s role as a tool for effective municipal management. Legal requirements concerning the adoption and execution of the official budget are examined, with particular attention to the roles of various municipal officials and the administrative techniques involved. Preparation of departmental budget requests, budget review and cuts, revenues and appropriations, and new budget techniques are covered. Attention is also given to the flexible chart of accounts. Accounting and auditing principles are briefly discussed.

### **Municipal Current Fund Accounting 1 – 24 Hours**

*Prerequisite: Municipal Budget Process*

This course in fund accounting in New Jersey is designed to prepare the local government finance official for the more advanced accounting courses offered. The student is introduced to basic fund accounting terminology and work sheet preparation, as well as the flexible chart of accounts.

### **Municipal Current Fund Accounting 2 – 33 Hours**

*Prerequisite: Municipal Current Fund Accounting 1*

This course is designed for those who have responsibility for local government finance. The course covers the application of the principles and theories for the complete municipal accounting cycle.

### **Municipal Capital and Trust Fund Accounting – 39 Hours**

*Prerequisites: Municipal Current Fund Accounting 1 and 2*

This course provides students with an opportunity to work on accounting processes and problems during class under the instructor’s supervision. Principles of assessment, trust fund accounting, general capital fund accounting, and theory of capital budgeting are also covered.

### **Municipal Utility Fund Accounting – 33 Hours**

*Prerequisite: Municipal Capital and Trust Fund Accounting*

This course gives students an opportunity in class to work on utility fund accounting processes and problems under the instructor’s supervision. Course topics include purpose and scope of utility funds, the utility operating fund, capital budgeting, the utility capital fund, and utility assessment fund.

**Principles of Financial Management – 28 Hours**

*Prerequisite: Municipal Utility Fund Accounting*

This course emphasizes sound financial management practices for finance directors, treasurers, and registered municipal accountants. Elements of financial organization, reporting, planning, debt, pension, investment, insurance administration, and collective bargaining are reviewed through case studies. This is the only course in the sequence required for the issuance of the Certified Municipal Finance Officer certification for Registered Municipal Accountants licensed by the State of New Jersey. See N.J.S.A. 40A:9-140 for details.

**Preparation of Annual Financial Statements – 39 Hours**

*Prerequisites: All accounting courses*

This course is designed to teach students the skills necessary to complete an annual financial statement. The course is open only to those students who have completed Municipal Current Fund 1 and 2, Municipal Capital and Trust Fund Accounting, and Municipal Utility Fund Accounting. The course is built around the actual preparation of an annual financial statement by the student. In addition, specific information such as filing deadlines, statutory requirements, the role of the finance officer, and other issues are reviewed.

**County Fiscal Operations - 33 Hours**

*Prerequisites: All accounting courses*

Those wishing to become Certified County Finance Officers must successfully complete the County Fiscal Operations course. The course covers county government structure, state role in operations, legislative process, PERS, PFRS & deferred compensation, budgeting, CAPs, tax equalization, trust funds and grant accounting, capital finance, Local Bond Law, debt administration and reporting, treasury management, accounting, audit and financial reporting, audit requirements, and public procurement.

**Certified Municipal Finance Officers' Examination Review: Statutes & Accounting Sections - 14 Hours Each**

These two courses provide examinees with a thorough review of all aspects of prior financial management coursework in preparation for the state certification examination. Course material is supplied prior to the course; therefore, early registration is suggested. Those planning to take the exam must make application to the NJ Department of Community Affairs, Division of Local Government Services, 30 days in advance of the exam date.

**RMA Review Courses - 6 Hours Each**

These five courses are intensive reviews for those preparing for the Registered Municipal Accountant Examination. The sessions teach both theory and process through accounting problems and questions from prior RMA examinations. Each module is approved for 7 CPE credits in Yellow Book Governmental Accounting by the Board of Accountancy under Rutgers University sponsor number 703.

**INTRODUCTION TO ACCOUNTING**

**\$552 18 HOURS**

FM-2101-SP17-1

**New Brunswick**  
Rutgers University  
Center for Government Services  
303 George Street  
6th Floor, Classroom A  
Mon/Tue+/Thurs\*, 6 Sessions  
January 5\*, 9, 12\*, 17+, 19\*, 23  
6:30 p.m. – 9:30 p.m.  
Suzanne Veitengruber  
CMFO/RMC

FM-2101-SP17-2

**Morris Plains/Parsippany**  
Morris County Public Safety Training Academy  
500 West Hanover Avenue  
Saturday, 5 Sessions  
January 7, 14, 21, 28, February 4  
9:00 a.m. – 1:00 p.m.  
Dawn Babcock  
Chief Finance Officer  
Town of Newton

FM-2101-SP17-3

**Pequannock**  
First Aid Building  
1st Floor Classroom  
Wednesday, 5 Sessions  
March 29, April 5, 12, 19, 26  
9:00 a.m. – 12:30 p.m.  
David Hollberg  
Manager/CFO  
Township of Pequannock

**MUNICIPAL FINANCE ADMINISTRATION**

**\$804 26 HOURS**

FM-2102-SP17-1

**Morris Plains/Parsippany**  
Morris County Public Safety Training Academy  
500 West Hanover Avenue  
Thursday, 7 Sessions  
January 12, 19, 26, February 2, 9, 16, 23  
5:30 p.m. — 9:30 p.m.  
Jason Gabloff  
Chief Financial Officer  
Township of Millburn & Joseph A. Kovalcik, Jr.  
Director of Finance & Treasurer, Morris County

FM-2102-SP17-2

**Mays Landing**  
Atlantic Cape Community College, Rutgers Building Q  
5100 Black Horse Pike  
Room 101A  
Tuesday, 6 Sessions  
January 31, February 7, 21, 28, March 7, 14  
5:15 p.m. – 9:30 p.m.  
Cynthia Lindsay  
Comptroller/Assistant CFO  
Atlantic City

FM-2102-SP17-3

**New Brunswick**  
Rutgers University  
Center for Government Services  
303 George Street  
6th Floor, Classroom A  
Mon/Thurs\*, 8 Sessions  
February 23\*, 27, March 2\*, 6, 9\*, 13, 16\*, 20  
6:15 p.m. – 9:30 p.m.  
Suzanne Veitengruber  
CMFO/RMC

**MUNICIPAL BUDGET  
PROCESS**

\$936 30 HOURS

FM-2103-SP17-1  
**New Brunswick**  
Rutgers University  
Center for Government  
Services  
303 George Street  
6th Floor, Classroom A  
Wednesday, 6 Sessions  
February 22,  
March 1, 8, 15, 29,  
April 5  
10:00 a.m. – 4:00 p.m.  
Suzanne Veitengruber  
CMFO/RMC

FM-2103-SP17-2  
**Wayne**  
Municipal Building  
Health Room 2  
475 Valley Road  
Wed+/Thurs\*/Fri,  
9 Sessions  
February 17, 24,  
March 2\*, 10, 17, 24, 30\*,  
April 6\*, 12+  
12:30 p.m. – 4:30 p.m.  
Alan P. Negreann  
Administrator/CFO  
River Edge Borough

FM-2103-SP17-3  
**Mays Landing**  
Atlantic Cape Community  
College, Rutgers Building Q  
5100 Black Horse Pike  
Room 101A  
Tuesday, 7 Sessions  
March 21, 28,  
April 4, 11, 18, 25,  
May 2  
5:15 p.m. – 9:30 p.m.  
Cynthia Lindsay  
Comptroller/Assistant CFO  
Atlantic City

**MUNICIPAL CURRENT  
FUND ACCOUNTING 1**

\$754 24 HOURS

FM-2104-SP17-1  
**New Brunswick**  
Rutgers University  
Center for Government  
Services  
303 George Street  
6th Floor, Classroom B  
Tuesday, 6 Sessions  
January 24, 31,  
February 7, 14, 21, 28  
6:00 p.m. – 10:00 p.m.  
Jill Goldy, CPA  
CFO/Comptroller  
City of Perth Amboy

FM-2104-SP17-2  
**Morris Plains/Parsippany**  
Morris County Public Safety  
Training Academy  
500 West Hanover Avenue  
Wednesday, 7 Sessions  
January 4, 11, 18, 25,  
February 1, 8, 15  
5:30 p.m. – 10:00 p.m.  
Joseph Costantino  
Fiscal Officer  
Office of Temporary  
Assistance  
Morris County

**MUNICIPAL CURRENT  
FUND ACCOUNTING 2**

\$980 33 HOURS

FM-2105-SP17-1  
**New Brunswick**  
Rutgers University  
Center for Government  
Services  
303 George Street  
6th Floor, Classroom B  
Tuesday, 8 Sessions  
March 7, 21, 28,  
April 4\*, 11, 18, 25,  
May 2\*  
6:00 p.m. – 10:00 p.m.  
5:30 p.m.– 10:00 p.m.\*  
Jill Goldy, CPA  
CFO/Comptroller  
City of Perth Amboy

FM-2105-SP17-2  
**Morris Plains/Parsippany**  
Morris County Public Safety  
Training Academy  
500 West Hanover Avenue  
Wednesday, 8 Sessions  
March 1, 8, 15, 22, 29,  
April 5, 12, 19  
5:30 p.m. – 10:00 p.m.  
Joseph Costantino  
Fiscal Officer  
Office of Temporary  
Assistance, Morris County

**MUNICIPAL CAPITAL  
& TRUST FUND  
ACCOUNTING**

\$1192 39 HOURS

FM-2106-SP17-1  
**New Brunswick**  
Rutgers University  
Public Safety Building  
55 Commercial Avenue  
2nd Floor, Classroom 205B  
Thursday, 10 Sessions  
January 19, 26,  
February 2, 9, 16, 23,  
March 2, 9, 16, 23  
5:30 p.m. – 9:30 p.m.  
Douglas A. Petix, CPA  
Chief Finance Officer  
City of New Brunswick

**MUNICIPAL UTILITY FUND  
ACCOUNTING**

\$1003 33 HOURS

FM-2107-SP17-1  
**Howell Township**  
Municipal Building  
Cafeteria  
4567 Highway #9 North  
Wednesday, 11 Sessions  
February 22,  
March 1, 8, 15, 22, 29,  
April 5, 12, 19, 26, May 3  
6:30 p.m. – 9:30 p.m.  
Jeffrey Filiatreault, RMA  
Chief Financial Officer  
Township of Howell (Retired)

FM-2107-SP17-2  
**Morris Plains/Parsippany**  
Morris County Public Safety  
Training Academy  
500 West Hanover Avenue  
Monday, 11 Sessions  
February 27,  
March 6, 13, 20, 27,  
April 3, 10, 17, 24, May 1, 8  
5:30 p.m. – 8:30 p.m.  
David Hollberg  
Manager/CFO  
Township of Pequannock

PLEASE PHOTOCOPY THIS FORM FOR MULTIPLE REGISTRATIONS

Mail registration form and payment to:

**FINANCIAL MANAGEMENT PROGRAM**  
**RUTGERS CENTER FOR GOVERNMENT SERVICES**

303 George Street, Suite 604  
New Brunswick, NJ 08901-2020  
or fax to 732-932-3586

## GENERAL INFORMATION

If home or employer information has changed since your last registration, check here.

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Gender  Female  Male

Employer \_\_\_\_\_

Title \_\_\_\_\_

### Business Address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

### Home Address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers (required – check box for preferred)

Mobile \_\_\_\_\_  Home \_\_\_\_\_

Business \_\_\_\_\_ Extension \_\_\_\_\_

E-mail Addresses (required – check box for preferred)

Business \_\_\_\_\_

Home \_\_\_\_\_

## COURSE INFORMATION

I wish to register for:

Course Title \_\_\_\_\_

Course ID \_\_\_\_\_ Fee \_\_\_\_\_

Course Location \_\_\_\_\_

Course Title \_\_\_\_\_

Course ID \_\_\_\_\_ Fee \_\_\_\_\_

Course Location \_\_\_\_\_

Course Title \_\_\_\_\_

Course ID \_\_\_\_\_ Fee \_\_\_\_\_

Course Location \_\_\_\_\_

Prerequisite Course(s) (if applicable) \_\_\_\_\_

Completion Date \_\_\_\_\_ Location \_\_\_\_\_

## PAYMENT INFORMATION

Check or voucher must accompany registration form. Make check or voucher payable to Rutgers, The State University of New Jersey. Mail to above address.

In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register on-line at: <http://cgs.rutgers.edu>. Click on the red "Register Now" button.

There is \$25 fee for course withdrawals, transfers and/or returned checks.

**PRINCIPLES OF FINANCIAL  
MANAGEMENT**

\$875 28 HOURS

FM-2108-SP17-1  
**New Brunswick**  
Rutgers University  
Center for Government  
Services  
303 George Street  
6th Floor, Classroom A  
Saturday, 4 Sessions  
January 28,  
February 4, 11, 18  
8:30 a.m. – 4:00p.m.  
Jill Goldy, CPA  
CFO/Comptroller  
City of Perth Amboy

FM-2108-SP17-2  
**Morris Plains/Parsippany**  
Morris County Public Safety  
Training Academy  
500 West Hanover Avenue  
Thursday, 7 Sessions  
March 16, 23, 30,  
April 6, 13, 20, 27  
5:30p.m. – 9:30 p.m.  
Jason Gabloff  
Chief Financial Officer  
Township of Millburn &  
Joseph A. Kovalcik, Jr.  
Director of Finance &  
Treasurer  
Morris County

**PREPARATION OF ANNUAL  
FINANCIAL STATEMENTS**

\$1,197 39 HOURS

FM-2109-SP17-1  
**New Brunswick**  
Rutgers University  
Center for Government  
Services  
303 George Street  
6th Floor, Classroom A  
Tuesday, 10 Sessions  
January 3, 10, 17, 24, 31,  
February 7, 21, 28,  
March 7, 14  
5:30 p.m. – 9:30 p.m.  
William Homa  
CPA, RMA, CMFO,  
CTC, QPA  
Finance Director  
Township of Cedar Grove

FM-2109-SP17-2  
**Sewell**  
Rowan College at  
Gloucester County  
Instructional Center  
1400 Tanyard Road  
Tues/Sat\*, 9 Sessions  
February 21, 25\*, 28  
March 7, 11\*, 14, 21, 25\*, 28  
5:30 p.m. – 8:30 p.m.  
8:30 a.m. – 2:30 p.m.\*  
Stefanie DeSantis, CPA, RMA  
Manager  
Bowman & Company, LLP  
Voorhees

**CMFO EXAM REVIEW:  
STATUTES SECTION #**

\$519 14 HOURS

FM-2110-SP17-1  
**New Brunswick**  
Rutgers University  
Center for Government  
Services  
303 George Street  
6th Floor, Classroom A  
Saturday, 2 Sessions  
April 8, 29  
8:30 a.m. – 4:30 p.m.  
Jill Goldy, CPA  
CFO/Comptroller  
City of Perth Amboy

**CMFO EXAM REVIEW:  
ACCOUNTING SECTION #**  
\$504 14 HOURS

FM-2111-SP17-1  
**New Brunswick**  
Rutgers University  
Center for Government  
Services  
303 George Street  
6th Floor, Classroom A  
Saturday, 2 Sessions  
April 22, May 6  
8:30 a.m. – 4:30 p.m.  
William Homa  
CPA, RMA, CMFO,  
CTC, QPA  
Finance Director  
Township of Cedar Grove

**SAVE THE DATE**

**RUTGERS  
UNIVERSITY**

**Center for  
Government  
Services**

**2017**

**PUBLIC  
PURCHASING  
EDUCATIONAL  
FORUM**

**May 3 & 4, 2017**

**NEW LOCATION!**

**Golden Nugget Hotel  
Atlantic City**

## REGISTRATION INFORMATION

Courses are scheduled during the fall, spring and summer semesters throughout the state. Announcements containing specific course information are available each semester and may be found on the Center's website: [www.cgs.rutgers.edu](http://www.cgs.rutgers.edu)

**Enrollment:** A student may enroll in a CGS course in several different ways. Mail-in registrations, faxed registrations, in-person registrations at the CGS offices, and on-line registrations (with credit card or e-check only) are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured, and the student must meet all prerequisites associated with the course. A student who has a delinquent account with CGS will not be permitted to enroll in any additional CGS courses until the delinquency is resolved. Students may now register online with a credit card or e-check. Go to <http://cgs.rutgers.edu> and click on the "Register Now" link in the left column.

To ensure that course materials are available the first session of the course, it is strongly recommended that all students register at least one week prior to the course start date.

In-person registrations at the course location at the first class are considered "walk-ins." Walk-ins are accepted but not encouraged and will be assessed a \$15 late registration fee. In addition, walk-in students must complete an "Agreement-to-Pay Form" and will be contacted by CGS immediately after the first class. Walk-ins must make full payment of all fees or provide a valid purchase order within five business days of the first class. Walk-ins on financial hold will not be permitted to complete their registration until the delinquency is resolved.

**Course Fees and Payment:** Payment for a student's participation in a course can be obtained using any of the following three methods:

- 1) Credit card payment by mail, in-person or fax (Visa, Master card, Discover or American Express) AVAILABLE ONLY THROUGH ONLINE REGISTRATION at <http://cgs.rutgers.edu>
- 2) Check or money order payment by mail or in person
- 3) Authorized voucher/purchase order received via mail or fax.

Actual course fees vary per course as courses have different hours of instructional time and the cost of study materials are dissimilar. Upon receipt of a completed registration form and payment, a class space is reserved for the student. Confirmation letters regarding registration will not be sent.

**Special Needs Students:** Students with special needs are encouraged to contact CGS so that appropriate accommodations may be made.

**Financing:** If financing is needed, apply for the Sallie Mae Smart Option Student Loan as soon as possible at [www.salliemae.com/00262990](http://www.salliemae.com/00262990).

Continuing Education Loans are available from the Rutgers Federal Credit Union. Contact them at: [www.rutgers.fcu.org](http://www.rutgers.fcu.org) for information.

**Late Fees:** Students are required to register for classes before the date of the first class session. Any student who attempts to register on (or after) the day of the first class will be considered a late registrant and will be assessed a \$15 late fee for the processing of the registration.

**Returned Check Fee Policy:** There is a \$25 fee for all returned checks. Failure to pay the fee will prevent future course registrations and the withholding of the course certificate.

**Withdrawals/Transfers:** All requests to change registration status, either by withdrawal or transfer, must be submitted in writing at least 2 business days before the course start date and will incur a \$25 processing fee. Withdrawals will be refunded, minus the \$25 fee. Failure to notify CGS within the time frame will result in forfeiture of all fees.

**Course Cancellation Policy:** The Center reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given the choice of receiving a full refund for courses cancelled by CGS or exercising the option to enroll in the same or another course in this or the following semester. In the event there is a difference in course fees between the course that was cancelled and the alternate course, an adjustment will be made. A student may not select an alternative course that has a prerequisite if the prerequisite has not been met.

**Education Credit:** Selected courses in the CGS program qualify for continuing education credit toward renewal of professional licenses and academic credit. The CGS website lists the specific courses where continuing education credit is available.

**CPE Continuing Education Credit:** Selected courses in the CGS program are approved by the New Jersey State Board of Accountancy for CPE credit under Rutgers sponsor #703.

**Certificates:** Certificates are mailed to students after the successful completion of each course, which is defined as 80% attendance of the class hours, a passing grade (if an examination is required) and full payment of all fees. A permanent record of courses taken is maintained by Rutgers. Certificates will not be issued to students if any fees are outstanding or delinquent.

## SERVING NEW JERSEY FOR SIXTY YEARS

The Center for Government Services (CGS) is affiliated with the Rutgers Division of Continuing Studies and was formerly a part of the Edward J. Bloustein School of Planning and Public Policy. The Center was established in 1991 from the consolidation of the Bureau of Government Research (created in 1950) and the Department of Government Services.

The organization's mission is to improve the knowledge, competency and professionalism of state and municipal officials and employees and has performed that function for over 60 years. It has trained thousands of public sector officials in a variety of areas affecting public services. The areas include municipal finance, housing inspection and code enforcement, education facilities management, public purchasing, planning and zoning and municipal administration (i.e. municipal clerks and registrars) to name a few.

The Center trains approximately 8,000 individuals each year through 18 separate programs, over 150 separate courses and 850 individual sessions. Courses are held through-out the state during the year. Participants in the Center's programs are taught by practicing professionals whose expertise reflects both theoretical and practical considerations.

CGS collaborates with a variety of partners that provide funding for training. It also has extensive relationships with professional advisory bodies to ensure that the training reflects state-of-the-art knowledge.

The Center has been frequently designated by the New Jersey legislature to offer state mandated training for municipal officials. As a result, it is often called upon to certify that participants in its programs have demonstrated the competence and skills to perform their duties and responsibilities in a professional manner that is appropriate for public services and consistent with the standards for high quality public services. It continues to be the focus for public sector training in New Jersey.

## CONTACT INFORMATION

Center for Government Services  
Rutgers, The State University of New Jersey  
303 George Street, Suite 604  
New Brunswick, NJ 08901-2020  
732-932-3640, fax: 732-932-3586  
[www.cgs.rutgers.edu](http://www.cgs.rutgers.edu)



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