

ACFR Boot Camp

Course Overview

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| Title | ACFR Boot Camp |
| Level | Intermediate |
| Prerequisite | Attendance of GFOA's Accounting Academy, Government Accounting Intensive or an equivalent program, or comparable level of understanding of public-sector accounting and financial reporting. |
| Field of Study | Accounting (Governmental) |
| Topics | Accounting and Financial Reporting |
| Format | In-Person Training |
| CPE | 24 |

This class* is designed to provide participants with hands-on working knowledge of key components of an Annual Comprehensive Financial Report (ACFR). Using GFOA's [illustrative ACFR](#) and the [icate of Achievement in Excellence of Financial Reporting Checklist](#), participants will benefit

from topic presentations followed by exercises on crucial areas of the annual comprehensive financial statements.

Exercises will focus on the following key areas:

1. Management's Discussion & Analysis
2. Conversion between Governmental Funds to Governmental Activities, including preparation of the reconciliations
3. Proprietary Fund Reporting
4. Internal Service Fund Allocations
5. Capital Asset note disclosure
6. Long-term liabilities note disclosure
7. Pension liabilities note disclosure
8. Statistical Section

****Participants are required to bring a computer or tablet capable of accessing and running Adobe Acrobat (PDF format), Microsoft Word, and Excel for use during the exercises in this class.***

Learning Objectives

Those who successfully complete this series should gain a practical understanding of key ACFR components and how they fit into the overall preparation/presentation of an ACFR.

Those who successfully complete this seminar should also be able to:

- Identify the three basic sections of a comprehensive report and the essential components of each,
- Differentiate basic financial statements, required supplementary information, and other complementary information within an ACFR,

- Identify the appropriate elements of a letter of transmittal,
- Identify the appropriate elements of management’s discussion and analysis,
- Format each of the basic financial statements,
- Classify data in each of the basic financial statements,
- Properly apply commonly misunderstood note disclosure requirements,
- Prepare required supplementary information,
- Format combining and individual fund statements,
- Prepare required statistical presentations.

Who Will Benefit

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| CFO/Finance Director | Controller | Accountant |
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Schedule and Sample Agenda

| FORMAT | AGENDA | CPE | DAY 1 | DAY 2 | DAY 3 |
|-----------|--------|--------|---------|---------|---------|
| In-Person | | 24 CPE | 8 Hours | 8 Hours | 8 Hours |