

## **Basic Finance (12 hours)**

The two-day class is designed to provide the county official with knowledge of:

- Fundamental financial concepts (approximately 50% of the course)  
Includes the concepts of capital structure, risk and reward, returns to capital, compounding, discounting, annuities, and sinking funds
- Duties and responsibilities county government regarding investments, judgments, and bonded indebtedness, including calculation of interest.

Hands-on exercises are used extensively to give participants practical experience and reinforcement of the material.

## Credit Hours (12 hours)

### *County Treasurer Advanced I Certification*

#### Testimonials from Participants:

- “It was, by far, one of the best classes I have taken on County Government.”
- “Figuring Interest – the formulas and figuring bonds – the interest was very helpful.”
- “This has been an excellent course with information I truly needed!”
- “Notie is always, clear and concise in his instructions. Great Class! Thank you.”
- “Although I don't work in the Treasurer's Office, I found this course very informative and useful.”

#### Course Outline

##### I. What is Finance?

##### II. Time Value of Money: Functions of a Dollar

- A. Six Basic Functions
- B. Six Hands-on Cases

##### III. Investing and Safe Keeping of County Monies

- A. Investment Options
- B. Collateral
- C. Apportioning Interest Earned
- D. Hands-on Cases

##### IV. Sinking Funds

- A. Purposes of Creating and Maintaining
- B. County Bonds
- C. County Judgments
- D. Hands-on Cases

##### V. Appendices