

CPFO Study Plan

Treasury and Investment Management Examination

- [GFOA Sample Investment Policy](#) – 14 pages
- [Banking Services: A Guide for Governments](#) – 277 pages
- [An Introduction to Collateralizing Public Deposits](#) – 58 pages
- [An Introduction to Investment Advisers for State and Local Government](#) – 62 pages
- [Errata Sheet 2018: Treasury and Investment Management Examination](#) – 27 pages
- [Evaluating Internal Controls: A Local Government Manager's Guide](#) – 88 pages
- Investing Public Funds (Second Edition) – 399 pages
- An Elected Officials Guide: Investing – 130 pages
- GFOA Best Practices – 10 pages

1,065 total pages of material – 90 day study plan – average 15 pages of reading per day, 6 days per week. Create note cards and study materials while reading. On day 7, review your study notes. Once all the reading has been completed use the remaining 6 to 8 days prior to the test for studying your notes/review.

Debt Management Examination

- [Articles from Government Finance Review – February 2010](#) - 26 pages
- [An Elected Official's Guide to Tax Increment Financing](#)– 63 pages
- [A Practitioner's Guide - Competitive vs. Negotiated](#) – 14 pages
- [A Practitioner's Guide - Structuring and Sizing the Bond Issue](#) – 34 pages
- [Tax-Exempt Financing: A Primer](#) – 26 pages
- [Benchmarking and Measuring Debt Capacity](#) – 62 pages
- [Errata Sheet 2018: Debt Management Examination](#) 26 pages
- An Elected Officials Guide: Debt Issuance (Second Edition) – 88 pages
- Making Good Disclosure: The Role & Responsibilities of State and Local Officials Under the Federal Securities Laws – 162 pages
- GFOA Best Practices – 65 pages

566 total pages of material – 90 day study plan – average 8 pages of reading per day, 6 days per week. Create note cards and study materials while reading. On day 7, review your study notes. Once all the reading has been completed use the remaining 6 to 8 days prior to the test for studying your notes/review.

Operating and Capital Budgeting Examination

- [Recommended Budget Practices \(NACSLB book\)](#) – 78 pages
- [Lessons from Performance Management Leaders: A Sample of Larger Local Governments in North America](#) – 48 pages
- [Anatomy of a Priority-Driven Budget Process](#) – 23 pages
- [Building a Financially Resilient Government through Long-Term Financial Planning](#) – 13 pages
- [Organization and Design of an Effective Budget Function](#) – Chapters 1- 4 - 70 pages
- Financial Policies - Chapters 1 -10 – 162 pages
- Capital Project Planning and Evaluation – Chapters 1-5 – 80 pages
- Financing the Future: Long-Term Financial Planning – 238 pages
- Building a Better Budget Document (Second Edition) – 300 pages

- Informed Decision-Making through Forecasting: A Practitioner’s Guide to Government Revenue Analysis – 300 pages
- GFOA Best Practices – 20 pages

1,332 total pages of material – 90 day study plan – average 19 pages of reading per day, 6 days per week. Create note cards and study materials while reading. On day 7, review your study notes. Once all the reading has been completed use the remaining 6 to 8 days prior to the test for studying your notes/review.

Retirement & Benefits, Risk Management, and Procurement Examination

- [An Elected Officials Guide to Procurement](#) – 71 pages
- [Containing Health Care Costs](#) – 24 pages
 - For the CPFO exam please only read the Containing Health Care Costs document and not the “Spotlight” documents for the Containing Health Care Costs required reading
- [A Guide for Establishing a Pension Investment Policy](#) – 29 pages
- Financial Policies (also used for Operating and Capital Budgeting Examination Chapter 14 & Chapter 16 only - – 23 pages
- An Elected Official’s Guide to Public Retirement Plans – 56 pages
- An Elected Official’s Guide to Risk Management – 57 pages
- An Elected Official’s Guide to the New Pension Accounting – 36 pages
- GFOA Best Practices – 60 pages

356 total pages of material – 90 day study plan – average 5 pages of reading per day, 6 days per week. Create note cards and study materials while reading. On day 7, review your study notes. Once all the reading has been completed use the remaining 6 to 8 days prior to the test for studying your notes/review.

Governmental Accounting, Auditing, and Financial Reporting Examination

- [Evaluating Internal Controls: A Local Government Manager's Guide](#) – 78 pages
- What Everyone Needs to Know About the New Fund Balance – 45 pages
- An Elected Official’s Guide: Internal Control - 60 pages
- An Elected Official’s Guide to Audit Committees - 60 pages
- An Elected Official’s Guide to the New Pension Accounting – 36 pages
- Governmental Accounting, Auditing, and Financial Reporting – 2012 Edition – 400 pages
Chapter 1 – 7; Chapter 13, Chapter 16, Chapter 18, Chapter 20, Chapter 33, Chapter 40, Chapter 43, Chapter 44, Chapter 45, Chapter 47
- GAAFR Supplement (2014) – 40 pages
Chapter 23; Chapter 42
- GFOA Best Practices – 6 pages

725 total pages of material – 90 day study plan – average 10 pages of reading per day, 6 days per week. Create note cards and study materials while reading. On day 7, review your study notes. Once all the reading has been completed use the remaining 6 to 8 days prior to the test for studying your notes/review.

Note: This information is current as of September 2018. Please visit the official CPFO website to check for updated materials <http://www.gfoa.org/content-and-specifications-cpfo-exams>.