

CPFO Study Plan

The following study plan is one suggested example. Individual study habits and time frames may vary. Participants are encouraged to adjust the plan as necessary to fit their individual needs.

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> .