



Application for Certification

**Government Finance Officers
Association of South Carolina**

**Certified Government
Finance Officers
Professional
Certification Program**

P.O. Box 8840, Columbia, South Carolina 29202

www.gfoasc.org

**The Government Finance Officers Association
of South Carolina
Professional Code of Ethics**

I. Personal Standards

Government finance officers shall demonstrate and be dedicated to the highest ideals of honor and integrity in all public and personal relationships to merit the respect, trust, and confidence of governing officials, other public officials, employees, and the public.

- They shall devote their time, skill, and energies to their office both independently and in cooperation with other professionals.
- They shall abide by approved professional practices and recommended standards.

II Responsibility as Public Officials

Government finance officers shall recognize and be accountable for responsibilities as officials in the public sector.

- They shall be sensitive and responsive to the rights of the public and its changing needs.
- They shall strive to provide the highest quality of performance and counsel.
- They shall exercise prudence and integrity in the management of funds in their custody and in all financial transactions.
- They shall uphold both the letter and spirit of the constitution, legislation and regulations governing their actions and report violations of the law to the appropriate authorities.

III. Professional Development

Government finance officers shall be responsible for maintaining their own competence, for enhancing the competence of their colleagues, and for providing encouragement to those seeking to enter the field of government finance. Finance officers shall promote excellence in the public service.

IV. Professional Integrity – Information

Government finance officers shall demonstrate professional integrity in the issuance and management of information.

- They shall not knowingly sign, subscribe to, or permit the issuance of any statement or report which contains any misstatement or which omits any material fact.
- They shall prepare and present statements and financial information pursuant to applicable law and generally accepted practices and guidelines.
- They shall respect and protect privileged information to which they have access by virtue of their office.
- They shall be sensitive and responsive to inquiries from the public and the media, within the framework of state or local government policy.

V. Professional Integrity – Relationships

Government finance officers shall act with honor, integrity and virtue in all professional relationships.

- They shall exhibit loyalty and trust in the affairs and interests of the government they serve, within the confines of this Code of Ethics.
- They shall not knowingly be a party to or condone any illegal or improper activity.
- They shall respect the rights, responsibilities and integrity of their colleagues and other public officials with whom they work and associate.
- They shall manage all matters of personnel with the scope of their authority so that fairness and impartiality govern their decisions.
- They shall promote equal employment opportunities, and in doing so, oppose any discrimination, harassment or other unfair practices.

VI. Conflict of Interest

Government finance officers shall actively avoid the appearance of or the fact of conflicting interests.

- They shall discharge their duties without favor and shall refrain from engaging in any outside matters of financial interest incompatible with the impartial and objective performance of their duties.
- They shall not, directly or indirectly, seek or accept personal gain which would influence, or appear to influence, the conduct of their official duties.
- They shall not use public property or resources for personal or political gain.

(Signature)

I certify that I believe in and practice the Code of Ethics of the Government Finance Officers Association of South Carolina as outlined above.

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of South Carolina
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Columbia, SC 29202

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Education

Bachelors or Advanced Degree

_____ BA _____ BS Other _____

Major: _____

College/University: _____

Location: _____

Date Degree Received: _____ Certified Copy of Transcript Enclosed: _____

Associate Degree

_____ AA _____ AS Other: _____

Major: _____

College/University: _____

Location: _____

Date Degree Received: _____ Certified Copy of Transcript Enclosed: _____

Experience

Position: _____

Employer: _____

Term of Employment: _____

Full Time: _____ Part-Time: _____ Administrative: _____ Supervisory: _____

Administrative Responsibilities: _____

Experience Continued

Position: _____

Employer: _____

Term of Employment: _____

Full Time: _____ Part-Time: _____ Administrative: _____ Supervisory: _____

Administrative Responsibilities: _____

Position: _____

Employer: _____

Term of Employment: _____

Full Time: _____ Part-Time: _____ Administrative: _____ Supervisory: _____

Administrative Responsibilities: _____

_____ An Additional Sheet is Attached

Personal Data

Name: _____
Last First Middle

Title: _____

Employed By: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

CEO/Agency Head Name & Address: _____

Resident of South Carolina: Yes ___ No ___ Telephone (Work) _____

Email address: _____

- I am an active member (in good standing) of the Government Finance Officers Association of South Carolina. Include membership application and fee if necessary.
- I believe in and practice the code of ethics as set forth by the Government Finance Officers Association of South Carolina.
- I meet the minimum education/experience requirements as outlined in Certification Process —Eligibility—Section C in the Certification Program Information & Guidelines.
- I agree to obtain at least the minimum continuing education requirements as outlined in Maintaining Certification—Requirements—Section A in the Certification Program Information & Guidelines; and to report annually by the deadline of February 28th.
- I have enclosed the application fee of \$25 and understand that it is not refundable.

Core Courses

- I have completed all of the following core courses offered by the Institute of Public Service and Policy Research.
- Check here if you started the program under the old curriculum and elected to complete the program under the old curriculum.

	Date Attended
1. Governmental Accounting	_____
2. Financial Planning and Budgeting	_____
3. Financial Management	_____
4. Capital Planning and Forecasting	_____
5. Financial Reporting and Auditing	_____

Signature

I hereby apply for certification as a Government Finance Officer by the Government Finance Officers Association of South Carolina, and I hereby certify that the preceding statements and presentations are accurate and true to the best of my knowledge. I also attest that I have never been convicted by a court or other body of a crime, misdemeanor, or discreditable act. I grant permission to the association to verify the accuracy of the information contained in this application.

Signature

Date