

# Understanding Congressional Budgeting and Appropriations

## Federal Budgeting in the Age of Deficits


Who has the most to gain in the budgeting process? Where are you most effective? Where does your power lie in the budget process? This engaging course explores basic congressional budget process concepts along with key players, their roles and relationships. Learn about discretionary and mandatory spending, the budget resolution and reconciliation process. Students also learn about the relationship of authorization and appropriations legislation. Hear real, modern-day examples that illustrate the process, and gain ample time to discuss concerns and roadblocks encountered with the budget process.

This course covers:

- The big picture of federal budgeting and spending
- The crucial difference between authorizations and appropriations
- What to expect and when in the budget process
- The relationship between appropriations and the budget resolution
- Using Internet resources to track and research congressional budget action

*Leadership Competencies emphasized in this course:*

Financial Management

 This is a required course for the Certificate in Congressional Operations.

### Topics

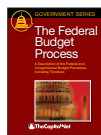
- Budgeting for Surpluses and Deficits
- Congressional Budgeting
- Authorizations
- Appropriations
- Internet Resources for Researching Congressional Budgeting; Case Studies

This course is available for custom on-site training on GSA Advantage® as a 1- to 4-day program.

Contact us for details:  
703-739-3790, ext. 112.



**.6 CEU** Approved for .6 CEUs from George Mason University.



Course materials include *The Federal Budget Process* (Government Series), and a course manual of more than 75 pages.

### Time and Dates

8:30 am to 4:10 pm

- December 2, 2011
- February 23, 2012 (The Defense Budget)
- May 10, 2012
- September 6, 2012
- December 4, 2012

See web site for course location in Washington, DC.

**Registration Fee:** \$595

To register, fax or mail completed registration form on inside back cover, or online.

“Anyone wanting to be current on the budget process should take this program.”

“All managers/supervisors should know this [budget] process.”

*Director, National Institute of Postsecondary Education*

“All employees working with legislation would gain keen knowledge in the budget process.”

*Unemployment Insurance Program Specialist, Employment and Training Administration, Dept. of Labor*

“[Faculty] enthusiastic, experienced and encouraging. Also very effective at bringing audience members into discussion.”

“Good refresher into process of budget enactment including reason for and behind process changes.”

*Workshop Attendee, General Dynamics Corporation*

### Related Training:

- Advanced Federal Budget Process
- The President's Budget
- The Defense Budget
- Capitol Hill Workshop


# Courses

## Advanced Federal Budget Process Integrating Performance and the Budget

Learn how the federal budget process really works from faculty members with years of subject-matter expertise. Study important terminology and get tips to protect your budgetary interests. We provide a comprehensive overview of current budget politics and the federal budgeting process. So you gain the awareness and guidance necessary to increase your chance of boosting funds and minimizing cuts. Understand the budget resolution process as well as the differences between authorizations and appropriations.

*Leadership Competencies emphasized in this course:*

External Awareness • Accountability • Strategic Thinking  
Financial Management • Political Savvy

 This is an elective course for the Certificate in Congressional Operations.

### Topics

#### Day One

- The Budget and the Economy Federal Budget Phases and Time Frames
- Congressional Budgeting Today
- STAGE I: The Congressional Budget Resolution and Reconciliation Process
- STAGE II: Authorizations

#### Day Two

- STAGE III: Appropriations
- STAGE IV: Final Actions on Appropriations
- STAGE V: The Budget Execution Process
- Transparency and Accountability in the Budget Process
- The Budget: Short- and Long-Term Prospects

This course is available for custom on-site training on GSA Advantage® as a 1- to 4-day program.

Contact us for details:  
703-739-3790, ext. 112.

“An excellent introduction to the federal budget process—at a level usable for the federal agency lawyer.”

“I feel more comfortable in the preparation of my budget and the process it will go through on the Hill.”

*Budget Analyst,  
Treasury Dept.*

“Practical suggestions for working with appropriators to maximize funds.”

*Congressional Liaison, DEA*

“Helped me to understand the budget language used in the appropriations process and how to read a bill in detail.”

*Assistant Director, Federal Relations, a state university*

### Related Training:

- Understanding Congressional Budgeting and Appropriations
- Capitol Hill Workshop
- The Defense Budget



1.2 CEU

Approved for 1.2 CEUs from George Mason University.



Course materials include *The Federal Budget* by Allen Schick, and the “Congressional Operations Poster.”

### Time and Dates

8:30 am to 4:00 pm both days

- December 8–9, 2011
- August 6–7, 2012
- December 11–12, 2012

See web site for course location in Washington, DC.

**Registration Fee:** \$1095

To register, fax or mail completed registration form on inside back cover, or online.

# Express Registration and Order Form

Please make photocopies for additional registrations and orders.

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