

CFI 100 Certifying Officer and Accountable Official Course Practice Test (Sample)

Study Guide



Everything you need from our exam experts!

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. The term propriety in Certifying Official duties means the payment is:**
 - A. Authorized and properly documented**
 - B. Timely and cost-efficient**
 - C. Compliant with laws and regulations**
 - D. Legally questionable**

- 2. Adhering to which of the following results in negligence or is an indicator of bad faith?**
 - A. Following established procedures**
 - B. Adhering to regulations and policies**
 - C. None of the above**
 - D. Keeping records up to date**

- 3. The basis of fiscal law is derived from many sources, except which of the following?**
 - A. Separation of Powers**
 - B. Statutory Law**
 - C. Administrative Regulations**
 - D. Judicial Opinions**

- 4. Which approach best ensures reliable performance outcomes over the duration of a grant?**
 - A. Rely only on qualitative feedback.**
 - B. Skip baselines and targets.**
 - C. Align metrics with program objectives, establish baselines, measurable targets, and regular data collection.**
 - D. Collect data irregularly.**

- 5. Expired appropriations are available for obligation for how many years?**
 - A. 3 years**
 - B. 5 years**
 - C. 1 year**
 - D. 7 years**

- 6. What should timekeeping records include to support costs charged to the grant?**
- A. Employee time spent in hours only.**
 - B. Employee time records showing hours charged to the grant, with activity codes and supervisor approval.**
 - C. An estimate of time spent per week.**
 - D. A summary of payroll only.**
- 7. Which best describes Official Representation Funds (ORF)?**
- A. They fund routine office supplies**
 - B. They cover travel for private vacations**
 - C. They finance ceremonial receptions**
 - D. They recognize the legitimate need to provide official entertainment, where it might otherwise be prohibited by law**
- 8. What is the proper process for disposing of federal property?**
- A. Sell immediately at market value.**
 - B. Dispose without approvals to save time.**
 - C. Donate to any charity without reporting.**
 - D. Follow approved policies, obtain prior approvals, ensure proceeds are used for grant purposes, and update property records.**
- 9. Annual appropriations are available for new obligations for how long?**
- A. 2 years**
 - B. 3 years**
 - C. 4 years**
 - D. 1 year**
- 10. The term legal as applied to Certifying Officer responsibilities means that:**
- A. Funds may be diverted to nonauthorized programs**
 - B. Funds are used for the fastest procurement path**
 - C. Funds are used for intent authorized**
 - D. Funds may be used for any lawful purpose with approval**

Answers

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1. C
2. C
3. A
4. C
5. B
6. B
7. D
8. D
9. D
10. A

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Explanations

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1. The term propriety in Certifying Official duties means the payment is:

- A. Authorized and properly documented**
- B. Timely and cost-efficient**
- C. Compliant with laws and regulations**
- D. Legally questionable**

Propriety means the payment is appropriate under the governing rules for government spending. It must be for a legitimate government purpose and fully align with applicable laws, regulations, and agency policies, with proper authorization and documentation to back it up. This focus on complying with the rules ensures that funds are used correctly and not for impermissible or questionable purposes. Timeliness or cost-efficiency relates to how quickly or cheaply a payment is made, but propriety centers on whether the payment adheres to the legal and policy framework. A payment could be timely yet violate regulations, and a payment that is legally questionable obviously does not meet propriety.

2. Adhering to which of the following results in negligence or is an indicator of bad faith?

- A. Following established procedures**
- B. Adhering to regulations and policies**
- C. None of the above**
- D. Keeping records up to date**

The main idea is that following established procedures, adhering to regulations and policies, and keeping records up to date are protections against negligence and signs of good faith. When you consistently follow procedures, you reduce the chance of missing steps or making careless errors. Meeting regulations and policies ensures you're aligned with required standards and oversight expectations. Keeping records up to date provides clear, traceable documentation of actions and decisions, which helps demonstrate accountability and prevents misrepresentation or gaps in information. Negligence or bad faith would be more likely to appear if these controls were ignored, bypassed, or falsified. Because all the listed practices reflect diligent, responsible conduct, none of them indicate negligence or bad faith. That's why the option stating none of the above is the best choice.

3. The basis of fiscal law is derived from many sources, except which of the following?

- A. Separation of Powers**
- B. Statutory Law**
- C. Administrative Regulations**
- D. Judicial Opinions**

Understanding where fiscal law comes from: it primarily rests on statutes enacted by Congress, regulations issued by administrative agencies to implement those statutes, and the judicial opinions that interpret and apply those laws in real cases. Separation of Powers, while essential to how Congress, the executive, and the courts interact, is a constitutional framework rather than a direct source of fiscal law. It shapes the process and oversight, but the actual rules come from statutory law, administrative regulations, and judicial opinions.

4. Which approach best ensures reliable performance outcomes over the duration of a grant?

A. Rely only on qualitative feedback.

B. Skip baselines and targets.

C. Align metrics with program objectives, establish baselines, measurable targets, and regular data collection.

D. Collect data irregularly.

Measuring performance outcomes reliably over a grant's duration comes from tying metrics to what the program aims to achieve and keeping a steady, trackable measurement process. When metrics line up with program objectives, every data point reflects a meaningful goal rather than noise. Establishing baselines gives you a starting point to measure change and determine if progress is happening. Setting measurable targets creates clear milestones to aim for, so you can gauge whether you're on track. Regular data collection ensures you have timely, comparable information to observe trends, detect issues early, and make informed adjustments. Relying only on qualitative feedback doesn't provide the objective, trackable data needed for consistent measurement. Skipping baselines and targets removes the reference points that show whether change has occurred. Collecting data irregularly breaks the continuity needed to understand progress over time.

5. Expired appropriations are available for obligation for how many years?

A. 3 years

B. 5 years

C. 1 year

D. 7 years

Expired appropriations are funds that have passed their period of availability for new obligations. For most appropriations, there is a five-year window after the end of the fiscal year in which the appropriation was enacted during which it can still be obligated. This allows agencies to complete ongoing commitments and properly liquidate obligations that were in process. After that five-year period, the funds are no longer available for new obligations. That five-year timeframe is why five years is the correct answer. The other durations aren't the standard period defined for expired appropriations.

6. What should timekeeping records include to support costs charged to the grant?

- A. Employee time spent in hours only.**
- B. Employee time records showing hours charged to the grant, with activity codes and supervisor approval.**
- C. An estimate of time spent per week.**
- D. A summary of payroll only.**

Timekeeping for grant costs must show the actual hours an employee spends on the grant project, tied to specific activities through activity codes and certified by the supervisor. This creates a verifiable link between labor costs and the work performed, supporting allowability, allocability, and proper internal control. Activity codes distinguish grant-funded work from other duties, and supervisor approval provides assurance that the hours charged reflect what was actually done. Without this level of detail, payroll summaries or estimates can't demonstrate which grant activities were performed or provide an auditable trail. The other options miss essential elements: hours alone don't identify the funded activity or certify accuracy, estimates don't reflect actual work, and a payroll summary lacks grant-specific activity allocation and supervisory certification.

7. Which best describes Official Representation Funds (ORF)?

- A. They fund routine office supplies**
- B. They cover travel for private vacations**
- C. They finance ceremonial receptions**
- D. They recognize the legitimate need to provide official entertainment, where it might otherwise be prohibited by law**

Official Representation Funds exist to cover official entertainment that supports government duties and diplomacy, but only when such spending is permitted by law. The best description emphasizes that ORF is about recognizing a legitimate need to provide official entertainment in contexts where funding for these activities would be restricted by law without a designated source. It isn't for routine office supplies or private vacations, and while ceremonial receptions can be part of official events, the crucial point is the lawful provision for official entertainment.

8. What is the proper process for disposing of federal property?

- A. Sell immediately at market value.
- B. Dispose without approvals to save time.
- C. Donate to any charity without reporting.
- D. Follow approved policies, obtain prior approvals, ensure proceeds are used for grant purposes, and update property records.**

Disposing of federal property must follow established policies, secure the required approvals in advance, ensure any proceeds are used for grant-related purposes, and update the property records to reflect the disposition. This approach maintains accountability and regulatory compliance because disposal isn't a freehand action—it goes through formal channels with documented authorization, proper handling of any proceeds (especially when grant funds are involved), and accurate record-keeping. Recording the disposition keeps the asset inventory current and audit-ready, supporting proper fiscal oversight. Methods that skip approvals, avoid reporting, or mishandle proceeds undermine controls and can lead to regulatory violations and loss of government resources.

9. Annual appropriations are available for new obligations for how long?

- A. 2 years
- B. 3 years
- C. 4 years
- D. 1 year**

In budgeting for the federal government, an appropriation creates authority to incur obligations and make payments. When the appropriation is annual, the window for entering into new obligations is limited to one fiscal year—the year in which the appropriation is enacted. This one-year availability keeps spending aligned with the annual budget cycle. After that period ends, unspent funds typically lapse and cannot be used to start new obligations, unless a law provides an exception or the funds are categorized as no-year or multi-year. So, the standard answer is one year.

10. The term legal as applied to Certifying Officer responsibilities means that:

- A. Funds may be diverted to nonauthorized programs**
- B. Funds are used for the fastest procurement path**
- C. Funds are used for intent authorized**
- D. Funds may be used for any lawful purpose with approval**

Legal in this context means that a Certifying Officer’s disbursements must align strictly with what the law and the appropriation authorize. It’s about following the purpose for which the funds were provided, not improvising or shifting to unrelated uses. The best fit is the idea that funds are used for the intent authorized—that is, the money is spent only for the specific purpose the appropriation or contract authorizes. Diverting funds to nonauthorized programs would violate legality because it moves money outside its approved purpose. Pursuing the fastest procurement path isn’t a matter of legality; it’s a method or efficiency issue. And using funds for any lawful purpose with approval sounds flexible, but legality is bounded by the actual authorization in the appropriation and contract, not by broad “any lawful use” with ad hoc approval.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://cfi100.examzify.com>

We wish you the very best on your exam journey. You've got this!

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