

Busta A concorso Istruttore Amministrativo Contabile

*Le competenze e le modalità di esercizio delle funzioni della Giunta **

*Le fasi di gestione delle entrate **

*Definizioni di abitazione principale e pertinenze ai fini IMU. Esenzioni e riduzioni **

Busta B concorso Istruttore Amministrativo Contabile

*Le competenze e le modalità di esercizio delle funzioni del Sindaco **

*Le fasi di gestione delle spese **

*Soggetti passivi e base imponibile IMU **



Busta C concorso Istruttore Amministrativo Contabile

*Le competenze e le modalità di esercizio delle funzioni del Consiglio **

*La programmazione economico-finanziaria degli enti locali e i relativi documenti fondamentali **

*Cenni sulle entrate tributarie comunali, con particolare approfondimento sull'IMU **



PROVA A

- 1) La gestione delle entrate
- 2) L'abitazione principale e le pertinenze nella disciplina dell'IMU
- 3) Il diritto di accesso documentale ai sensi della L.241/1990
- 4) Cos'è e che utilità ha la firma digitale

Yellowstone National Park, located in Idaho, Montana, and Wyoming, was established as the first national park in the United States.

The park is a popular destination for visitors who enjoy ecological tourism as it offers forests, mountains, and abundant ecosystems to explore.

Some of Yellowstone's most well-known landmarks are its geothermal hot springs and geysers, the most famous of which is named Old Faithful.

PROVA B

- 1) Differenze fra parere e visto di regolarità contabile
- 2) Il canone patrimoniale di concessione, autorizzazione o esposizione pubblicitaria
- 3) Il piano anticorruzione
- 4) Cos'è una PEC: caratteristiche, impiego e utilità

Yellowstone National Park - Last fall, Lisa and her friends decided to take a camping trip to Yellowstone National Park. They arranged to stay at one of the park's many convenient campsites. For their camping trip, they brought their backpacks, sleeping bags, and a cooler of food and drinks. They pitched their tents immediately upon arriving to their campsite.

PROVA C

- 1) Il Documento Unico di Programmazione
- 2) L'accertamento in caso di omesso versamento dei tributi comunali
- 3) Perché è importante prestare attenzione alla conservazione del documento fin dal momento della sua formazione
- 4) Il file pdf

Yellowstone National Park - During their trip, Lisa and her friends hiked the many trails of the park, exploring its natural surroundings.

In the forest, they saw a lot of local wildlife. Lisa was surprised to see a family of grizzly bears, some gray wolves, and even bald eagles flying overhead.

Outside of the woods, they admired the beauty of some of Yellowstone's natural cascades.

PROVA D

- 1) Il bilancio di previsione finanziario
- 2) Il ravvedimento operoso
- 3) Il regolamento UE n.2016/679 sulla protezione dei dati personali
- 4) I vantaggi della gestione informatizzata della documentazione amministrativa

Yellowstone National Park - Since Yellowstone contains many hot springs and the world's largest area of active geysers, Lisa and her friends visited many different geyser sites.

They even spent an afternoon swimming in Yellowstone's Boiling River.

Of all of the sites, Lisa and her friends agreed that Old Faithful was the most impressive.

Lisa and her friends waited patiently for the geyser to erupt.

After about 40 minutes, a stream of boiling water over 100 feet tall sprayed from the ground and up into the air.

Fortunately, no one got wet!

PROVA E

- 1) La variazione di urgenza al bilancio di previsione finanziario
- 2) Agevolazioni ed esenzioni IMU
- 3) Come viene effettuata la registrazione di protocollo per ogni documento ricevuto o spedito dalla pubblica amministrazione
- 4) Il foglio di calcolo (Excel)

The four seasons are spring, summer, fall, and winter, and although various areas of the United States experience drastically different weather during these times, all portions of the country recognize the seasons; winter in California may bring heat, and winter in New York may bring blizzards (*bufere di neve*), but both periods are nevertheless winter.

PROVA F

- 1) Il Piano Esecutivo di Gestione
- 2) La dichiarazione IMU
- 3) Il fascicolo informatico
- 4) Misure di prevenzione di base per la sicurezza informatica

The four seasons: Following winter, spring begins on 20 March and ends on either 20 June or 21 June, in the United States (this date may vary slightly from year to year and hemisphere to hemisphere).

For most, spring is a time of "thawing," (*scongelo*) when the cold and snow of the winter are replaced by sunshine, reasonable temperatures, green grass, and more.

It is also the season wherein previously dormant bees and butterflies reemerge, and when birds become more active.

PROVA G

- 1) Il rendiconto
- 2) Rateizzazioni e dilazioni di pagamento dei tributi comunali
- 3) Il manuale di gestione documentale
- 4) Come creare una password sicura

The four seasons: Summer follows spring and spans from about 21 June to 22 September, in America.

Summer is the warmest, the longest, and (arguably) the liveliest of the four seasons; students from kindergarten to college are given two or so summer months off from class, and to be sure, there are more young individuals out and about during this season than any other.

It's not uncommon to see shorts, t-shirts, and sunglasses worn by those who're soaking up the summer's hot sun, and to stay cool, many individuals crank the air conditioning, take a dip in a swimming pool, and/or explore the ever-comforting ocean waves.

PROVA H

- 1) Il responsabile del servizio economico-finanziario
- 2) La tassa rifiuti
- 3) Gli obblighi di trasparenza degli atti amministrativi
- 4) Come organizzerebbe il salvataggio dei file d'ufficio

The four seasons: Autumn (or fall), more than being a simple precursor to winter, is one of the most beautiful and exciting seasons.

Spanning from 22 September to 21 December (technically, that is; snow will begin to fall long before this latter date, in most parts of the country, leading many to classify the period as winter) in the US, autumn is characterized by falling leaves, Halloween (on 31 October), and Thanksgiving.

During fall, traditional farmers harvest their produce, and the aforementioned falling leaves change to gorgeous orange, red, and yellow colors; these colors are generally associated with autumn itself, in turn.

PROVA I

- 1) Il Revisore dei Conti
- 2) L'accertamento con adesione
- 3) L'accesso civico ai sensi della L.33/2013
- 4) Il Sistema Pubblico di Identità Digitale e suo utilizzo

The four seasons: In the US, winter spans from 21 December to 20 March, and is, as one would expect, the coldest of the four seasons.

In the eastern, northern, and central portions of the country, winter snowfall can be considerable; in the western and southern portions of the country, winter snowfall is highly unlikely, but temperatures nevertheless drop from their usual.

Winter is most widely known for its snow and the Christmas holiday, but it also boasts New Year's Eve (on December 31, in recognition of the start of a new year) and other special days.

Ice skating, sledding, ice hockey, and snowball fights are commonly enjoyed winter activities.

PROVA J

- 1) Cosa sono i residui nella contabilità finanziaria
- 2) Termini e modalità di versamento dell'IMU
- 3) Il responsabile di procedimento
- 4) Canali digitali di comunicazione fra il cittadino e la pubblica amministrazione

My job is a long distance from my home, almost 50 miles away.

I have to wake up early every morning, as I'm always in a rush. There's never enough time for a relaxed breakfast.

At exactly 6:00 AM, I get into my car and start the long drive.

I usually like driving on the highway more than in the city.

During the morning rush hour, though, it's not very enjoyable.

The heavy traffic is a little bit annoying.

So I always listen to my favorite classical music CD's in the car – Chopin, Mozart, and Bach.

That cheers me up a lot.