

Số: *1682* /QĐ-HĐTTH

Hà Nội, ngày *M* tháng *8* năm 2023

QUYẾT ĐỊNH

Về việc phê duyệt nội dung ôn tập kỳ thi thăng hạng chức danh nghề nghiệp từ kế toán viên trung cấp lên kế toán viên đối với viên chức làm việc trong các đơn vị sự nghiệp công lập thuộc Thành phố Hà Nội năm 2023

HỘI ĐỒNG THI THĂNG HẠNG CDNN TỪ KẾ TOÁN VIÊN TRUNG CẤP LÊN KẾ TOÁN VIÊN

Căn cứ Thông tư số 06/2020/TT-BNV ngày 02/12/2020 của Bộ trưởng Bộ Nội vụ về ban hành quy chế tổ chức thi tuyển, xét tuyển công chức, viên chức, thi nâng ngạch công chức, thi hoặc xét thăng hạng chức danh nghề nghiệp viên chức; Nội quy thi tuyển, xét tuyển công chức, viên chức, thi nâng ngạch công chức, thi hoặc xét thăng hạng chức danh nghề nghiệp viên chức;

Căn cứ Đề án số 2308/ĐA-SNV ngày 08/8/2023 của Sở Nội vụ Hà Nội về việc tổ chức thi thăng hạng chức danh nghề nghiệp từ kế toán viên trung cấp lên kế toán viên đối với viên chức làm việc trong các đơn vị sự nghiệp công lập thuộc thành phố Hà Nội năm 2023,

Căn cứ Quyết định số 1664/QĐ-SNV ngày 09/8/2023 của Giám đốc Sở Nội vụ về việc thành lập Hội đồng thi thăng hạng chức danh nghề nghiệp từ kế toán viên trung cấp lên kế toán viên đối với viên chức làm việc trong các đơn vị sự nghiệp công lập thuộc thành phố Hà Nội năm 2023;

Theo đề nghị của Tổ trưởng Tổ giúp việc xây dựng nội dung ôn tập.

QUYẾT ĐỊNH:

Điều 1. Phê duyệt nội dung ôn tập kỳ thi thăng hạng chức danh nghề nghiệp từ kế toán viên trung cấp lên kế toán viên đối với viên chức làm việc trong các đơn vị sự nghiệp công lập thuộc Thành phố Hà Nội năm 2023. Cụ thể như sau:

- Thi vòng 1:
 - + Phần thi Kiến thức chung: Phụ lục số I kèm theo Quyết định;
 - + Phần thi Ngoại ngữ (Tiếng Anh): Phụ lục số II kèm theo Quyết định.
- Thi vòng 2: Nội dung thi viết môn Nghiệp vụ chuyên ngành tại Phụ lục số III kèm theo Quyết định.

Điều 2. Giao Văn phòng Sở Nội vụ công bố nội dung ôn tập kỳ thi thăng hạng chức danh nghề nghiệp từ kế toán viên trung cấp lên kế toán viên đối với viên chức làm việc trong các đơn vị sự nghiệp công lập thuộc thành phố Hà Nội năm 2023 trên trang thông tin của Sở Nội vụ tại địa chỉ: <https://sonoivu.hanoi.gov.vn>.

Điều 3. Quyết định này có hiệu lực thi hành kể từ ngày ký.

Hội đồng thi thăng hạng chức danh nghề nghiệp từ kế toán viên trung cấp lên kế toán viên đối với viên chức làm việc trong các đơn vị sự nghiệp công lập thuộc thành phố Hà Nội năm 2023; các Ban giúp việc của Hội đồng; Sở Nội vụ và các cơ quan, tổ chức, cá nhân có liên quan chịu trách nhiệm thi hành Quyết định này./

Nơi nhận:

- Như Điều 3;
- Giám đốc SNV;
- Các thành viên Hội đồng;
- Ban Giám sát;
- Văn phòng SNV;
- Lưu: VT, HĐTH.

**TM. HỘI ĐỒNG
CHỦ TỊCH**



**GIÁM ĐỐC SỞ NỘI VỤ
Trần Đình Cảnh**

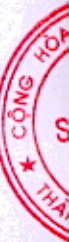


Phụ lục I

TÀI LIỆU ỒN TẬP THI TRẮC NGHIỆM MÔN KIẾN THỨC CHUNG **Kỳ thi thăng hạng chức danh nghề nghiệp từ kế toán viên trung cấp lên kế** **toán viên đối với viên chức làm việc trong các đơn vị sự nghiệp công lập** **thuộc thành phố Hà Nội năm 2023**

(Ban hành kèm theo Quyết định số 1682/QĐ-HĐTTH ngày 11/8/2023 của
Hội đồng thi thăng hạng)

Danh mục tài liệu pháp luật về viên chức tại mục 1 phần I của Quyết định số 1090/QĐ-HĐXDNNH ngày 05/10/2021 của Chủ tịch Hội đồng xây dựng ngân hàng câu hỏi và đáp án của Bộ Nội vụ *(sao gửi danh mục tài liệu kèm theo Quyết định số 1090/QĐ-HĐXDNNH)*. ✓



Phụ lục II

TÀI LIỆU ÔN TẬP MÔN TRẮC NGHIỆM NGOẠI NGỮ - TIẾNG ANH

Kỳ thi thăng hạng chức danh nghề nghiệp từ kế toán viên trung cấp lên kế toán viên đối với viên chức làm việc trong các đơn vị sự nghiệp công lập thuộc

Thành phố Hà Nội năm 2023

(Ban hành kèm theo Quyết định số 1682/QĐ-HĐTTH ngày 11/8/2023 của Hội đồng thi thăng hạng)

I. Phương thức làm bài:

- Thí sinh được kiểm tra kỹ năng sử dụng ngôn ngữ, kỹ năng đọc, viết môn Tiếng Anh, dạng bài trắc nghiệm khách quan trên máy vi tính, mỗi câu hỏi bao gồm 04 phương án trả lời và chỉ có duy nhất một phương án đúng.
- Trình độ Bậc 2 (A2) theo Khung năng lực ngoại ngữ 6 bậc dành cho Việt Nam ban hành kèm theo Thông tư số 01/2014/TT-BGDĐT ngày 24/01/2014 của Bộ Giáo dục và Đào tạo.
- Nội dung: Ngoại ngữ dùng để giao tiếp hàng ngày.
- Giáo trình tham khảo: Lifelines, New Headway.

II. Nội dung ôn tập và các ví dụ:

1. Category:

1.1. Verbs and verb forms (Động từ và dạng của động từ)

1.1.1 Verbs (Động từ):

- to be, to have, to do, to make, to answer, to bring, to hope, to get, to discuss, to change, to dress, to eat, to follow, to look, to replace, to offer, to appear...
- phrasal verbs: call back, get back, get off, get on, grow up, pick up, put on, stand up, take off, try on, turn on, turn off.....

Eg:

- I often..... the dishes after dinner. (wash, clean, make, brush)
- She English very well. (speaks, says, tells, answers)
- He the television to watch a football match. (turns on, turns off, gets on, gets off)
- My mother on a farm in the countryside. (picked up, stood up, grew up, got up)
- The costume good on you. (looks, gets, becomes, feels)

1.1.2 Modal verbs (Động từ khuyết thiếu):

- can (ability now, request, permission)
- could (ability in the past, possibility; polite request, suggestions)
- should, shouldn't (advice, ought to, ought not, had better, had better not)
- should (regret)
- have to (must do smt, have to admit)

- must (*invitation, suggestion, conclusion*)
- may/might (*weak possibility at present or in the future*)
- may (*question, permission*)
- might (*advice*)
- would (*wishes, preferences, polite request*)
- shall (*offers, suggestions, seek advice*)
- used to

Eg:

- The park is a good place for a picnic. You might to bring some food and fruits. (needs, need, needing, to need)
- This movie is wonderful. You must it! (see, come, go, hear)
- What shall I on his birthday? (brush, wear, sleep, put)
- We had a great party at Mary's house. You should there. (have been, has been, be, being)
- When she was at primary school, she used to to school. (walking, walks, to walk, walk)
- Would you please me about your holiday in the next letter? (make, tell, watch, thank)
- I have to that it's a very difficult question. (admit, admitting, admits, to admit)
- You should the lights before going out. (turn off, to turn off, turning off, turned off)

1.1.3 Forms of verb (Các dạng của động từ):

- Imperatives
- Infinitives (*with and without to*) after verbs and adjectives
- Gerunds (*-ing form*) after verbs and prepositions

Eg:

- She prefers by credit card. (to pay, paying, pays, pay)
- Finally, the boss decided with that company. (works, to work, working, work)
- I would like into the business. (goes, going, to go, go)
-in class, please. (Don't talk, Not to talk, Not talking, Not talk)
-in please, we have just come. (Come, To come, Coming, Came)
-cigarettes is bad for your health. (Smoke, Smoking, Smoked, To smoke)

- Children likepicture books. (read, reading, to read, to reading)
- English people are interested infootball matches at weekends. (watch, to watch, watching, watched)
- She wantsin the countryside because it's peaceful. (live, living, to live, lived)
- Please remember your camera to the party. (to bring, bring, bringing, to bringing)

1.2. Nouns (Danh từ)

- Singular and plural (*regular and irregular forms*)
- Countable and uncountable nouns with *some* and *any*
- Compound nouns
- Possessive case with 's & s', 'of...'
- Nouns with "such (a)"
- Collective nouns: *team, family, ...*

Eg:

- Jane is a friend of (my sister's, my sister, my sister', my sisters')
- How manyare there in your family? (child, children, childs, childrens)
- This ishouse and that is hers. (Alice's, Alice, of Alice, of Alice's)
- I saw some (butterfly, butterflys, butterflies, butterflyes) in the garden.
- Do you have(some, any, many, a lot) money? Can I borrow(any, some, much, many)?
- I always wait for a bus at the (bus stop, post office, police station, traffic light)

1.3. Adjectives (Tính từ):

- Colors, size, shape, quality, nationality
- Cardinal and ordinal numbers
- Possessive: *my, your, his, her, ...*
- Quantitative: *some, any, many, much, a little bit, a few, a lot of, every, enough, too*
- *-ing/ -ed* adjectives
- Comparative, equality and superlative (regular and irregular)
- Adjectives with degree adverbs (*really, so, quite*)
- Too + adjective/ adjective + enough
- Some structures:

It + be + adjective + (for sb) + to infinitive

S + be + adjective + enough + (for sb) + to infinitive

S + be + too + adjective + (for sb) + to infinitive

Eg:

- The park is for them to go for a picnic. (large enough, enough large, larger enough, enough largest)
- I was too tired working. (to continue, continues, continued, to continuing)
- She's always make me (be angry, angry, being angry, angrily)
- There's nothing about this book. (special, more special, specially, most special)
- Tom is from England. He is(England, English, Germany, German).
- I would like to buy thisbook. (interesting, interested, boring, bored)
- My room isthan yours. (biger, bigger, more big, more bigger)
- Among my friends, Lan is theof all. (most interesting, more interesting, so interesting as, as interesting as)
- Billy is thestudent in his class. (good, gooder, best, better)

1.4. Adverbs (Trạng từ):

- Regular and irregular forms
- Frequency (*often, never, twice a day, weekly, etc.*)
- Definite time (*now, yesterday, already, just, yet, etc.*)
- Degree (*with adjectives/adverbs: very, too, so, quite, so much, a lot, etc.*)
- Place (*here, there, etc.*)
- Sequencing (*first, then, after that, etc.*)
- Certainty (*maybe, perhaps*)

Eg:

- I like eating seafood, fried shrimps. (luckily, especially, obviously, honesly)
- Are you sure about your answer? – I am sure. (completely, sadly, unfortunately, quickly)
- He can run very No one can catch him. (fast, fastly, slow, slowly)
- Linh does her work very She is a good worker. (careful, carefully, bad, badly)
- She plays the guitar rather(good, well) and she can dance(gracefully, graceful, grace)
- She goes to school early. She is never late for school. (always, sometimes, often, never)

1.5. Pronouns (Đại từ):

- Personal (*subject, object*)
- Impersonal: *it, there*
- Demonstrative: *this, that, these, those*
- Indefinite: *something, everybody, some, any, etc.*
- Possessive: *mine, yours, etc.*
- Reflexive: *yourself, myself, himself, herself, etc.*
- Quantity: *both, a few, another, other, etc.*
- Substitution: *ones, this one, that one, etc.*

Eg:

- That man is my boss.manages the office well. (He, His, She, Her)
-computers are made in Japan (This, These, They, There).
- wants to be happy. (Everybody, Something, Nobody, Anything)
- She bought many beautiful skirts, so I would love to buy two new, too. (ones, one, one's, ones')
- I fell over and hurt (myself, me, my, mine)

1.6. Articles (Mạo từ/Quán từ):

- *a/an* + countable nouns
- *the* + countable/ uncountable nouns
- no articles
- *another, the other(s)*

Eg:

- I haveaunt in America. (a, the, an, Ø)
- They live in(a, an, the, Ø) house in the countryhouse is large. (A, An, The, Ø)
- His wife playspiano beautifully. (a, that, the, this)
- Nowadays, we use.....computers to do our work. (a, an, the, Ø)

1.7. Prepositions (Giới từ):

- Location: *to, on, inside, next to, at (home), etc.*
- Time: *at, on, in, etc.*
- Direction: *to, into, out of, from, etc.*
- Instrument: *by, with*
- Prepositions following:
 - * adjectives: *afraid of, interested in...*

* verbs: *laugh at, ask for, etc.*

- Complex

Eg:

- We always go.....(on, in, at, of) holiday(on, at, in, of) summer.
- Do you have to gowork at weekends? (at, to, in, on)
- They arrived here(on, at, in, of) August 1st.
- She went to work(by, with, in, of) car.
- "How did you travel to France?" "We went.....plane." (on, in, by, of)
- My children go to schoolfoot everyday. (on, by, in, of)
- My son doesn't like asking his Mumpocket money. (to, at, for, of)
- We're leaving3 o'clock this Sunday. (on, in, at, of)

1.8. Connectors and cohesive devices (Công cụ nối):

- and, but, plus, although, even though, while
- when, while, until, before, after, as soon as
- because, since, as, if, so, also, however, moreover, therefore, besides, in addition
- either ... or, both ... and

Eg:

- He went to school latehe missed the bus. (when, but, because, so)
- The childrengames while their parentstogether. (were playing/ were chatting, played/ chatted, play/chat, have played/have chatted)
- Linda has only some money in her pocket,she has much money in the bank. (and, although, but)

1.9. Interrogatives (Từ để hỏi):

- What, What (+ noun)
- Where, When
- Who, Whose, Which
- How; How much; How many; How often; How long; How far
- Why

Eg:

-from Hanoi to Da Nang? (How far, How far it is, How far is it, How far is)
- ".....do you work?" "In Hanoi". (What, How, Where, When)
- ".....did you do that?" "Because I needed something to eat." (What, Why, Who, When)

- “.....is this watch?” “It’s \$100.” (How many, What price, How much, Which price)

- “.....do you go out for dinner?” “We eat out twice a month.” (How much, How long, How often, How)

- “.....is she living with?” “Her family: parents, an older sister and a brother.” (Which, Who, Where, What)

1.10. Quantifiers (Từ chỉ số lượng)

- each, all, both, no, none, either

- all of, some of, both of, many of, any of, each of, (a number) of, lots of/ a lot of, none of, a few of, millions of, half of, most of, much of, almost all of, etc.

E.g.:

- I have two sisters. they are farmers. (Both of, Some of, Each of, All of)

- I can't buy that shirt. I have money. (some, all, no, each)

2. Tenses (Các thì/thời):

- Present simple:

* *states, habits, truths, look for an opinion (don't you think)*

* *with reporting verbs (show, say), speech act verbs (apology, suggest, recommend)*

* *future: as soon as*

- Present continuous:

* *actions that are happening at present, temporary actions which are repeated and regular, predictions, future arrangements*

* *future arrangements, future plans*

- Present perfect simple:

* *recent past with just*

* *indefinite past with never, ever (experience with ever, never)*

* *unfinished past with for, since*

* *emphasis sth is done: already*

* *unique experience: superlative adj*

- Present perfect continuous: *repeated activities which began in the past and are still continuing*

- Past simple: *past events/ finished actions in the past, express regret,*

- Past continuous: *actions that were happening at a specific moment in the past, reasons for something with “because”, repeated events with “always”*

- Past perfect: *talk about a time before another time in the past*

- Past perfect continuous: *actions which began before a point in the past and was still continuing up to that point*
- Future with *going to*: *future plans, future from a point in the past, prediction*
- Future with *will, shall*: *fixed plans, prediction*
- Future with *would*: *future from a point in the past*

Eg:

- The Earthround the Sun. (goes, is going, went, was going)
- Weofficials of Hanoi People's Committee. (are being, are, is being, is)
- She usuallyto work late. (go, goes, went, was going)
- Wethe exam on 4th of August. (take, are taking, will take, have taken)
- "Wherethe Head?" "Shenow in the Hall, making a speech."
(is/is, is/is being, was/was, was being/ was)
- Imy work. I'm on the way home. (have just finished, just finish, just finished, am just finishing)
- you ever.....to England? (Did/be, Were/ Ø, Have/been, Will/be)
- Hein this company for ten years. (worked, has worked, works, have worked)
- They have been there since(last Saturday, at 6 o'clock, a week, tomorrow)
-at home yesterday? (Do you stay, Did you stay, Have you stayed, Will you stay)
- Ia new TV two days ago. It costs 7 million. (buy, bought, have bought, will buy)
- Thomasbusy last Saturday. (is, has been, was, will be)
-you at school yesterday morning? (Were, Are, Do, Did)

3. Conditional sentences (Câu điều kiện):

- Type 1: If + present simple, future simple
- Type 2: If + were/ V-ed, would/wouldn't... + V
- Type 3: If + past perfect, would/wouldn't + have done
- unless
- If not, if so

Eg:

- If it rains a lot, trees in our garden (will die, dies, is going to die, would die)
- If itfine tomorrow, wecamping. (is/will go, is/go, will be/go, will be/will go)

- You can get high evaluation from the Director Board if youyour best. (try, tried, are trying, were trying)
- I wouldn't do that if Iyou. (am, was, were, are)
- If we were here now, we tennis with you. (could play, play, played, will play)
- Whereif you move to Ho Chi Minh City next month? (did you work, would you work, will you work, could you work)
- Whatif you had much power? (will you do, can you do, would you do, did you do)
- If he harder, he would have passed the test last week. (had worked, has worked, worked, would work)

4. Relative clauses(Mệnh đề quan hệ):

- defining *which, who, that, where, when* in relative clauses
- non-defining with *which, who, whose* in relative clauses
- explanation: *reason why*

Eg:

- We are talking about the manset first foot on the Moon. (which; who; which; who)
- I love the manageryou are talking about. (which; which; that; that)
- This is my mother,lived in the countryside all her life. (which, who, that, Ø)

5. Verb Patterns:

- Gerunds after *prepositions*
- Verbs followed by *the gerund*
- Verbs followed by *an infinitive*

Eg:

- I am bored withat home all day. (stay, staying, to stay, to staying)
- I enjoyat weekends. (to fish, fishing, fish, to fishing)
- They decidedmarried. (get, got, getting, to get)
- Tony went to the post officea bill. (pay, paying, paid, to pay)
- She was working while I passed by. She stoppedand we talked about her last holiday. (working, to work, work)
- She was working while I passed by. I asked her about the way to London. She stopped me the way. (showing, to show, show)
- Rememberthe lights after work. (turn off, turning off, to turn off, to turning off)

6. Passive voice (Câu bị động):

- Affirmative and negative passive of: Present Simple, Present continuous, Past Simple
- Get/have something done

Eg:

- Flowersin the early morning. (cut, cuts, are cut, is cut)
- My caryesterday in a good garage. (was repaired, repaired, is repaired, repairs)
- Whereyour watch.....? (is....made, does.....make, do.....make, aremade)
- My computerin America. (was make, made, makes, was made)
- The childrento school every morning by a careful driver. (are taken, take, took, is taken)
- Until 9 last night, the workvery well. (is finished, was finished, finishes, finished)

7. Reported speech (câu gián tiếp)

- Reported statement, yes/no questions, wh-questions with relevant changes of pronoun, tense, time phrases,...
- Reported advice, requests and commands

E.g:

- He asked (where is the school, where the school is, whether is the school, whether the school is)
- He said he would soon move in the (following day, day following, before day, day before)
- "I visited Nha Trang last year," he said. → He said that he Nha Trang last year. (had visited, visited, visit, has visited)
- "Are you a new student?" she asked me. → She asked me whether I a new student. (was, were, am, be)

8. Question tags (Câu hỏi đuôi):

- A range of question tags

E.g:

- It is interesting, it? (is, isn't, was, wasn't)
- They go to school, they? (do, don't, did, didn't)
- When he come home, they should rest, they? (shouldn't, should, ought to, oughtn't to)

9. Reading topics:

Cuộc sống, công việc hàng ngày, Các hoạt động giải trí, Du lịch, Thủ đô Hà Nội, Giao thông, Môi trường, Các thành tựu khoa học.

Eg:

A London Trip

Everyone told me that England was fascinating so when I arrived in London, I knew I would have a great time.

My first stop was the Tourist Centre, where I went to find out about places to visit and sights of interest. I was given such useful information that I was able to plan the whole trip. Despite the cold weather, I decided to visit some London's parks. I had heard so much about them and knew London was the greenest city in Europe.

In Hyde Park I was amazed at the number of trees and plants everywhere. I felt myself relaxed and took time to walk around appreciating the beauty. I must have been there for hours.

When I got to the Buckingham Palace it was dark so I decided to come back to the hotel. The next morning, I was going shopping and I couldn't wait.

Example questions:

- What did people think about England?
- + fascinating
- + boring
- + interesting
- + tiny
- Why did the write come to the Tourist Centre?
- + to find places to visit
- + to pay for internet
- + to buy some tickets
- + to visit London's parks
- How was the weather in London?
- + cold
- + warm
- + hot
- + nice
- How did the write feel when visiting the Hyde Park?
- + relaxed
- + pleasant
- + amazing

+ boring

- Where did the writer visit after London's parks?

+ Buckingham Palace

+ Big Ben Tower

+ The River Thames

+ Old Trafford Stadium

10. Sentence- structures for rewriting:

- What + be + the price of + noun?

- How much + be + noun?/ How much + do/does + noun cost?

- show the way to, how to get to

- have + noun / There + be + noun

- S + be + adj + pre. + V.

- S + V + adverb.

- spend time + V-ing

- It takes/took smb + time + to-V

- remember to-V, don't forget to-V

- like to-V/ V-ing

- It's + adj + to-V.

- It's + adj + that + clause

- too + adj/adv + to-V

- so + adj/adv + that + negative/ possitive

- adj/adv + enough + to-V

- would prefer to V

- would like to V

- would rather + V

- help + (O) + to V

- should/may/might + be

- Although + clause, ...

- How + adj + clause

- need to V/Ving

- be able to V

- used to V

- Combine sentences by using relatives: who, whom, which, that, whose...

- Conditional sentences.

- Comparisons.

Eg:

1. I cut these flowers yesterday morning.
→ These flowers
2. Somebody cleans the room everyday.
→ The room
3. They built this villa 200 years ago.
→ This villa
4. She took **him** to the cinema on time.
→ **He**
5. That skirt is too small for my daughter to wear.
→ That skirt is so
6. Why don't you stay in bed for a few days?
→ If I were you,
7. It's warm enough for children to walk outside.
→ It's so warm
8. Barbara is the tallest girl in her class.
→ Nobody in Barbara's class
9. Linh is 170 cm tall. Her husband is 170 cm, too.
→ Linh is as
10. This bag costs 2 million and that one is 3 million.
→ That bag is more
11. No country in the world is larger than Russia.
→ Russia is the
12. The man is my boss. You met him at the cinema yesterday.
→ The man that
13. The woman is my aunt. She works as a plastic surgeon.
→ The woman who
14. The school is very old. He is studying in that school.
→ The school which
15. Can you tell me the way to the nearest station?
→ Can you tell me how

Phụ lục III

TÀI LIỆU ÔN TẬP THI VIẾT MÔN NGHIỆP VỤ CHUYÊN NGÀNH **Kỳ thi thăng hạng chức danh nghề nghiệp từ kế toán viên trung cấp lên kế** **toán viên đối với viên chức làm việc trong các đơn vị sự nghiệp công lập** **thuộc thành phố Hà Nội năm 2023**

(Ban hành kèm theo Quyết định số 1682/QĐ-HĐTTH ngày 11/8/2023 của Hội đồng thi thăng hạng)

1. Nghị quyết số 19-NQ/TW ngày 25/10/2017, Hội nghị lần thứ sáu Ban Chấp hành Trung ương Đảng khóa XII về tiếp tục đổi mới hệ thống tổ chức và quản lý, nâng cao chất lượng và hiệu quả hoạt động của các đơn vị sự nghiệp công lập;
2. Luật Kế toán số 88/2015/QH13 ngày 20 tháng 11 năm 2015;
3. Luật ngân sách nhà nước số 83/2015/QH13 ngày 25 tháng 6 năm 2015;
4. Nghị định 174/2016/NĐ-CP ngày 30/12/2016 của Chính phủ quy định chi tiết và hướng dẫn thi hành một số điều của Luật Kế toán;
5. Nghị định số 60/2021/NĐ-CP ngày 21/6/2021 của Chính phủ quy định cơ chế tự chủ tài chính của đơn vị sự nghiệp công lập;
6. Thông tư số 107/2017/TT-BTC ngày 10/10/2017 của Bộ Tài chính hướng dẫn chế độ kế toán hành chính, sự nghiệp.
7. Chương trình số 10-CTr/TU ngày 17/3/2021 của Thành ủy Hà Nội về “Nâng cao hiệu quả công tác phòng, chống tham nhũng; thực hành tiết kiệm, chống lãng phí, giai đoạn 2021 - 2025”