

domanda 3

1. Le fasi di gestione dell'uscita
2. L'avanzo di amministrazione
3. Quali sono i compiti e le responsabilità del Responsabile del Procedimento nell'ambito dell'istruttoria amministrativa?
4. Public Procurement

Public procurement is the official procedure a municipality uses to buy goods, works, or services. It concerns many sectors, such as road works, school meals, software, and building maintenance. Strict rules help the administration use public money correctly. The municipality must describe its needs, compare different offers, and choose reliable suppliers. A clear procedure protects citizens, avoids unfair choices, and helps honest businesses work with the public sector.

5. Cosa è una LAN (Local Area Network)

FAGIA

domanda 11

1. L'IMU
2. I residui attivi e i residui passivi
3. Il ruolo del Segretario Comunale
4. Digital Public Administration

Digital public administration helps citizens use official services online. Through e-government portals, people can fill in forms, make payments, and ask for certificates without going to the town hall. This digital transition saves time for both citizens and staff. However, online services must be simple. Not everyone has good computer skills or a fast internet connection. For this reason, municipal offices must also help citizens who have digital difficulties.

5. Cosa è una USB

FATTA

domanda 9

1. La TARI
2. Il candidato analizzi le cause di nullità e annullabilità del provvedimento amministrativo ai sensi del Capo IV-bis della L. 241/90.
3. Si illustrino le funzioni e le responsabilità del Responsabile del Servizio Finanziario nella salvaguardia degli equilibri di bilancio.
4. Local Roads and Maintenance

Road maintenance is a continuous task for municipal technical offices. Potholes, damaged signs, snow, and poor lighting can be very dangerous for drivers and pedestrians. When financial resources are limited, the local authority must decide which works are most urgent. Citizens often report problems, and technical offices organize the repairs. Programmed preventive maintenance is usually cheaper and safer than emergency work.

5. Cosa è un software

FATA

domanda 14

1. Il candidato analizzi il principio della prudenza.
2. La tassa di soggiorno
3. Si descrivano i limiti e le condizioni previste dal TUEL per il ricorso all'indebitamento per il finanziamento degli investimenti.
4. Management of Public Buildings

Municipalities manage a large number of public buildings, such as schools, town halls, libraries, and sports facilities. These structures must be safe, clean, accessible, and efficient. Regular maintenance includes roofs, heating systems, electricity, and fire safety. Good planning is essential because emergency repairs are expensive and can interrupt public services. Energy efficiency in public buildings reduces financial costs and environmental impact.

5. La procedura di salvataggio di un file dati

FNFA

domanda 2

1. Si descriva il principio di separazione tra funzioni di indirizzo politico e compiti di gestione amministrativa, finanziaria e tecnica negli enti locali.
2. La differenza tra entrate correnti e entrate in conto capitale
3. Il principio contabile generale del bilancio dell'universalità.
4. Local Taxes and Public Services

Local taxes are the primary source of money for a municipality. The administration uses these revenues to pay for public services like roads, public lighting, waste collection, schools, and parks. Since citizens often dislike paying taxes, the local authority must explain why this money is necessary. It is very important to provide clear information about deadlines, forms, and payment methods. A fair and transparent fiscal service improves trust between citizens and the public administration.

5. In ambito Internet, che cosa è il "download"

FATTA

domanda 12

1. La salvaguardia degli equilibri di bilancio prevista dall'art. 193 del TUEL.
2. Le funzioni della Tesoreria comunale
3. Gli organi del comune e loro funzioni
4. Public Transparency

Public transparency means that citizens can easily understand the work of the municipality. The local authority has a legal duty to publish documents, budgets, contracts, and administrative acts on its website. In this way, people can see how the administration makes decisions and uses public money. Transparency is not just a legal obligation; it also creates trust. Information must be easy to find, clear, and respectful of privacy rules.

5. Cosa è il backup

FATA

domanda 13

1. Si descrivano i contenuti obbligatori della comunicazione di avvio del procedimento amministrativo ex art. 8 della Legge 241/90.
2. I compiti dell'economista comunale
3. La composizione del risultato di amministrazione
4. Citizen Participation

Citizen participation allows residents to express their opinions before the municipality makes important decisions. This discussion happens through public meetings, surveys, local committees, or online consultations. Residents know the practical problems of the territory well because they live there every day. The municipality cannot accept every single request, because it must respect laws and budgets. However, listening to people reduces conflicts and increases community engagement.

5. A cosa serve l'applicativo Power Point

FAMA

domanda 7

1. Il Rendiconto della gestione
2. Quali sono le funzioni dell'Organo di Revisione economico-finanziaria e quali pareri obbligatori deve rendere al Consiglio?
3. Si descrivano le finalità della programmazione triennale del fabbisogno di personale e il suo inserimento nel PIAO.
4. Municipal Police

Municipal police officers have many important duties in a town. They regulate traffic, check parking, control local markets, and help people respect municipal rules. They also cooperate with other authorities during local emergencies. Their job is not only to give fines. They also provide information, prevent local conflicts, and help citizens understand the law. A respectful police service improves urban safety and keeps a good relationship with the community.

5. Quale delle seguenti è l'estensione di un file creato con il programma Blocco note?

a. .doc b. .txt c. .exe

F6TH

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domanda 10

1. Il DUP
2. Il Fondo di riserva nel bilancio di previsione.
3. La conclusione del procedimento amministrativo ai sensi della L. 241/1990 e s.m.i.
4. Civil Protection

The civil protection unit is fundamental during emergencies like floods, fires, earthquakes, or extreme weather. The municipality must prepare emergency plans, inform the population, and coordinate volunteers and rescue services. Prevention and preparation are just as important as action during the crisis. People need clear instructions, safe meeting points, and reliable contacts. After the emergency, the administration checks the damage and helps the community recover.

5. Cosa è un hardware

FIG 1A

domanda 4

1. Il candidato descriva la procedura di riconoscimento dei debiti fuori bilancio prevista dall'art. 194 del TUEL.
2. In che modo il Piano Esecutivo di Gestione (PEG) funge da raccordo tra la programmazione politica dell'ente e la gestione operativa dei dirigenti?.
3. Il candidato approfondisca l'istituto del silenzio assenso tra amministrazioni pubbliche introdotto dall'art. 17-bis della Legge 241/90.

4. Urban Planning

Urban planning decides how land and public spaces can be used within the municipality. It regulates the development of houses, roads, shops, green areas, and protected places. Good planning is essential because today's choices affect the town for many years. The municipality must balance different needs: new buildings, commercial activities, public services, and environmental protection. Clear documents and public meetings help citizens understand these decisions and take part in the future of their area.

5. Cosa è la PEC

FATTA

FATTA

domanda 17

1. Il candidato descriva la funzione del visto di regolarità contabile e dell'attestazione di copertura finanziaria.
2. Gli obblighi di pubblicazione della PA ai sensi del D.Lgs. 33/2013
3. L'accertamento dell'entrata
4. Support for Local Associations

Local associations organize important sports, cultural, environmental, and social activities. They help create community life and often involve many volunteers. Municipalities can support them with financial grants, public spaces, or technical help. This institutional support must be fair, transparent, and follow clear rules. Public resources must be used exclusively for the public interest, not for personal relations.

5. Che cosa è un database

FATTA

domanda 5

1. Si descriva il principio dell'integrità del bilancio.
2. Il candidato descriva le diverse tipologie di diritto di accesso (documentale, civico, generalizzato) e i relativi limiti di legge.
3. Si analizzino le fasi di gestione dell'entrata, con particolare riferimento ai requisiti documentali per il perfezionamento dell'accertamento.
4. Building Permits

Before starting construction or renovation work, citizens and companies often need a formal permit from the municipality. Building permits check that a project respects safety rules, urban planning plans, and the environment. The procedure includes technical drawings, forms, and official inspections. For many people, this process can seem difficult. A good office should give clear information and apply the law in the same way for everyone. Transparent rules are necessary to prevent illegal buildings.

5. Cosa significa "comprimere" un file

FANTA

domanda 1

1. Il candidato illustri la variazione di bilancio (competenze e contenuti)
2. L'obbligo di motivazione del provvedimento amministrativo: si descrivano i contenuti necessari e le eccezioni previste dall'art. 3 della Legge 241/90.
3. Si spieghi il concetto di competenza finanziaria potenziata, soffermandosi sul criterio di imputazione delle obbligazioni basato sulla loro esigibilità.

The Registry Office

4. The registry office is a fundamental service in a municipality. Citizens go there to request official certificates, identity documents, and to register births, marriages, or changes of residence. Today, many procedures are available online, but direct assistance from civil servants is still necessary. Accuracy is critical in this department because other public offices use the same database. A simple mistake in a name or date can create big administrative problems. For this reason, the staff must be precise, patient, and clear with the public.
5. 1. Che cosa è il Cloud

PART 4

domanda 6

1. La programmazione finanziaria dell'Ente Locale: i principali documenti e contenuti
2. Gli equilibri di bilancio: contenuti, competenza e scadenza di adozione
3. Il candidato illustri il bilanciamento tra diritto di accesso e tutela della riservatezza dei soggetti controinteressati.
4. Social Services in the Community

Local social services provide institutional support to people in difficult situations. They help older people, children, low-income families, and citizens with disabilities. The main objective is to help people live with dignity and avoid social isolation. Social services usually work together with schools, local health services, and voluntary organizations. Privacy and professional ethics are essential because citizens share very sensitive personal information.

5. Nei programmi Windows che cosa è la barra dei menù

FATER