

Concorso pubblico, per esami, per la copertura di n. 1 posto di «Istruttore amministrativo-contabile» [Area degli Istruttori] a tempo pieno e indeterminato presso il Comune di Revello

**PROVA ORALE del 20.11.2025**

ALLEGATO "A"

**Traccia n. 1**

- VARIAZIONI DI BILANCIO
- IL PROTOCOLLO COMUNALE

- Hi, Fred!

It's been a while since we have been in touch. How has your semester been?

I wanted to send an email update to you let you know how things have been going during my semester abroad here in Málaga, Spain. I've already been here for six weeks, and I feel like I am finally adapting to the culture. I'm also speaking the language more fluently.

I arrived during the first week of September. The weather has been very nice. Even though it's October, it's still rather sunny and warm. In fact, I went to the beach and swam in the Mediterranean Sea earlier today.

Bono



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**Traccia n. 2**

- LE FASI DELLE ENTRATE
- LO STATUTO COMUNALE
  
- I am living with a very welcoming host family. I have my own private bedroom, but we eat breakfast, lunch, and dinner together. On Sundays, we eat a big home-cooked paella for lunch. In Spain, lunch is usually the biggest meal of the day. It's also very common for the people to take a midday nap right after a big meal. I am actually just waking up from my nap right now! On weekdays, I take classes at the local university. There, I met several native Spanish speakers. They have been very kind and patient with me.

Bono



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### Traccia n. 3

- LE FASI DELLA SPESA
- OBBLIGHI DI COMPORTAMENTO DEL PUBBLICO DIPENDENTE
- My name is Bob. Each day I drive my kids to school. My daughter goes to a school that's far from our house. It takes 30 minutes to get there. Then I drive my son to his school. It's close to my job. My daughter is in the sixth grade and my son is in the second. They are both good students. My daughter usually sings her favorite songs while I drive. My son usually sleeps.  
I arrive at the office at 8:30 AM. I say good morning to all my workmates then I get a big cup of hot coffee. I turn on my computer and read my email. Some days I have a lot to read. Soon I need another cup of coffee.

Bob



**PROVA ORALE del 20.11.2025**

**Traccia n. 4**

- REVERSALI E MANDATI
- FUNZIONI DELL'ALBO PRETORIO COMUNALE

- My name is Clark, and I will tell you about my city.  
I live in an apartment. In my city, there is a post office where people mail letters. On Monday, I go to work. I work at the post office. Everyone shops for food at the grocery store. They also eat at the restaurant. The restaurant serves pizza and ice cream.  
My friends and I go to the park. We like to play soccer at the park. On Fridays, we go to the cinema to see a movie. Children don't go to school on the weekend.

Bono

The block contains three handwritten elements in blue ink. At the top left is the word "Bono". To its right are two large, stylized initials, possibly "M" and "J". Below "Bono" is a large, circular signature. To the right of the circular signature is another signature that appears to be "G".

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## **PROVA ORALE del 20.11.2025**

### **Traccia n. 5**

- DOCUMENTO UNICO DI PROGRAMMAZIONE
- CHE COSA SI INTENDE PER REATI CONTRO LA PUBBLICA AMMINISTRAZIONE
- Hi! Nice to meet you! My name is John Smith. I am 19 and a student in college. I go to college in New York. My favorite courses are Geometry, French, and History. English is my hardest course. My professors are very friendly and smart. It's my second year in college now. I love it!  
I live in a big house on Ivy Street. It's near the college campus. I share the house with three other students. Their names are Bill, Tony, and Paul. We help each other with homework. On the weekend, we play football together. I have a younger brother. He just started high school.

Bono



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## PROVA ORALE del 20.11.2025

### Traccia n. 6

- IL P.E.G. E LE SUE VARIAZIONI
- QUALI SONO GLI ELEMENTI ESSENZIALI DELL'ATTO AMMINISTRATIVO
- Every year we go to Florida. We like to go to the beach.  
My favorite beach is called Emerson Beach. It is very long, with soft sand and palm trees. It is very beautiful. I like to make sandcastles and watch the sailboats go by. Sometimes there are dolphins and whales in the water!  
Every morning we look for shells in the sand. I found fifteen big shells last year. I put them in a special place in my room. This year I want to learn to surf. It is hard to surf, but so much fun! My sister is a good surfer. She says that she can teach me.



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## PROVA ORALE del 20.11.2025

### Traccia n. 7

- L'AVANZO DI AMMINISTRAZIONE
- QUALI SONO LE PRINCIPALI FUNZIONI ATTRIBUITE AI COMUNI
- I just returned from the greatest summer vacation! It was so fantastic, I never wanted it to end. I spent eight days in Paris, France. My best friends, Henry and Steve, went with me. We had a beautiful hotel room in the Latin Quarter, and it wasn't even expensive. We had a balcony with a wonderful view. We visited many famous tourist places. My favorite was the Louvre, a well-known museum. I was always interested in art, so that was a special treat for me. The museum is so huge, you could spend weeks there.



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**Traccia n. 8**

- EQUILIBRI DI BILANCIO
- IL SEGRETARIO COMUNALE

- 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.

The block contains several handwritten signatures and initials. At the top left, the word 'Bono' is written in blue ink. To its right is a large, stylized blue signature. Below 'Bono' is a black signature that appears to be 'Hug'. To the right of the 'Bono' signature is another black signature. On the far right is a black signature that looks like 'AR'.

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## **PROVA ORALE del 20.11.2025**

### **Traccia n. 9**

- FONDO DI RISERVA E FONDO DI RISERVA DI CASSA
- CASI DI SCIoglimento DEL CONSIGLIO COMUNALE
- Halloween (also referred to as All Hollows' Eve) is a holiday that's celebrated in America on 31 October of each year, regardless of what day of the week this date falls on. Although it is rooted in religion, Halloween today is enjoyed mainly because of its decorations, costumes, candy, treats, and general excitement, and furthermore, it is enjoyed by most everyone. Before Halloween, many individuals carve a design into an orange-colored pumpkin, or a solid, durable vegetable. Once a personally satisfying design is carved, a lit candle is typically put inside a pumpkin, thereby making it a Jack-O-Lantern.

The block contains three handwritten signatures. On the left, a signature in black ink appears to read 'Bono'. In the center, there is a large, stylized signature in blue ink. On the right, there is another signature in black ink, which is more cursive and less legible than the others.

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## **PROVA ORALE del 20.11.2025**

### **Traccia n. 10**

- CLASSIFICAZIONE DELLE ENTRATE E DELLE SPESE
- COME SI ARTICOLA IL SISTEMA DELLE AUTONOMIE LOCALI SECONDO IL T.U.E.L.

- Valentine's Day is a holiday that, in the United States, takes place on February 14, and technically signifies the accomplishments of St. Valentine, a third-century Roman saint.

With that said, most Americans, instead of honoring St. Valentine through religious ceremony, enjoy the holiday by engaging in "romantic" behavior with their significant other or someone who they wish to be their significant other; gifts, special dinners, and other acknowledgements of affection comprise most individuals' Valentine's Day celebrations.

The image shows three handwritten signatures or initials. On the left, there is a signature in black ink that appears to be 'Bono' written above a stylized, cursive mark. In the center, there is a large, bold signature in blue ink. On the right, there is another signature in black ink, which is more fluid and cursive.

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**Traccia n. 11**

- RESIDUI ATTIVI E PASSIVI
- I RESPONSABILI DEI SERVIZI
- 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, but both periods are nevertheless winter.  
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," when the cold and snow of the winter are replaced by sunshine, reasonable temperatures, green grass, and more.



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**Traccia n. 12**

PROVA NON  
ESTRATTA

- IL REVISORE DEI CONTI
- LE MODALITA' DI COOPERAZIONE TRA ENTI LOCALI PREVISTE DAL T.U.E.L.
- Most individuals don't think about numbers, or numerical representations of quantity, but they play a major part in everyday life. To be sure, numbers determine the time individuals will wake up in the morning, how much money employees earn per hour, what day of the year it is, and much, much more. Additionally, numbers impact everyday living on a much smaller scale. In the grocery store, for instance, numbers determine products' prices, the amount of a product available for purchase, how much money will need to be paid for products, and a whole lot else.

Bono



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### **Traccia n. 13**

- FONDO <sup>CRITERI</sup>~~CRITERI~~ DI DUBBIA ESIGIBILITA'
- IL RESPONSABILE DEL PROCEDIMENTO
- In the heart of a boot-shaped country, at the top of a hill thick with trees and vines, stands a delightful mediaeval village. Within its high walls, a labyrinth of streets and alleyways wind upwards around the many little red-roofed houses. On the main street, old workshops display local crafts and products typical of the region. Every Tuesday, the market stalls in one of the main squares attract all the women of the village with their shopping trolleys. On Sundays, men gather at the small tables outside the bar next to the town hall to drink coffee, read the newspapers, smoke cigarettes and pass the hours playing cards or talking politics.

*Bono*

**PROVA ORALE del 20.11.2025**

**Traccia n. 14**

- TEMPESTIVITA' DEI PAGAMENTI E FONDO GARANZIA DEBITI COMMERCIALI
- LE PRINCIPALI CAUSE DI INVALIDITA' DELL'ATTO AMMINISTRATIVO (NULLITA' E ANNULLABILITA')
- The sun is already high when Raphael opens the shutters of his workshop. He worked late the previous evening but can't allow himself to sleep too long. After all, he is still a newcomer on the artistic scene in Florence. "And don't forget to study the masters!" Perugino's words still ring in his ears. Masaccio, Donatello...there are so many role models to learn from. And then there's Leonardo, whose human figures are so well formed, and Michelangelo, who uses such rich colours...  
"The colours! I still have to prepare them!"

Pomo 27 Ch

**PROVA ORALE del 20.11.2025**

**Traccia n. 15**

- IMPEGNO DI SPESA
- REGOLAMENTI COMUNALI
- It was a hot summer's day in Rome, without even a breath of wind. On days like this, Franco Manera preferred to stay at home and drink iced coffee. Franco was a middle-aged man, neither good or bad-looking, but one who turned heads in the street because of his height. In the last two years he had put on a few kilos, perhaps because he had stopped exercising when he had quit the state police to open his own investigation business, "La Volpe". Business hadn't always been good however, and lately he had mostly been working on small jobs, such as finding missing pets



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**Traccia n. 16**

- LA LIQUIDAZIONE
- LE ORDINANZE COMUNALI
- Amanda is 25 years old. She is studying medicine in Bologna and has lots of friends because she is nice and kind. She is going out with a young man called Davide. He is 30 years old and works in Ferrara. Davide is an engineer. Davide loves going out in the evenings, going to the cinema and meeting friends. Amanda and Davide have been engaged for three years. They live in different cities but luckily Ferrara and Bologna are not very far apart. Amanda has the keys to Davide's house and Davide has the keys to Amanda's house: they don't have any secrets.

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27  
Ar

**PROVA ORALE del 20.11.2025**

**Traccia n. 17**

- LA SALVAGUARDIA DEGLI EQUILIBRI DI BILANCIO
- LE DELIBERE
- Antonio and Martina have been married for forty years. They know the life stories and the secrets of everyone in their neighbourhood: who's with who, who's cheating on who and what everyone is getting up to. They both have exceptional memories and are great at understanding romantic relationships. But how do they know the secrets of everyone in the neighbourhood? How do they always know what's going on, without ever getting it wrong? Well, Antonio and Martina aren't your average little old man and woman...

The block contains three handwritten signatures. On the left is a signature in black ink that appears to be 'th'. In the center is a signature in blue ink that appears to be 'Pom'. On the right is a signature in black ink that appears to be 'gh'.

**PROVA ORALE del 20.11.2025**

**Traccia n. 18**

- L'ANTICIPAZIONE DI TESORERIA E UTILIZZO ENTRATE VINCOLATE
- LE DETERMINE
- Giacomo is 30 years old and he is an electrician. He works in a technical office in a small city in the north of Italy. When his son Tommaso asks him, "Dad, what is your job?" Giacomo answers, "I repair the street lamps and the lights around the city." When he was a boy, Giacomo bought many books about the stars and the planets. But after he finished school he found a job straight away as an electrician and forgot about his dream of becoming an astronomer. Then one day he met Lisa, and after only six months they got married! Now there are three of them in the home: Giacomo, Lisa and little Tommaso.

Bono

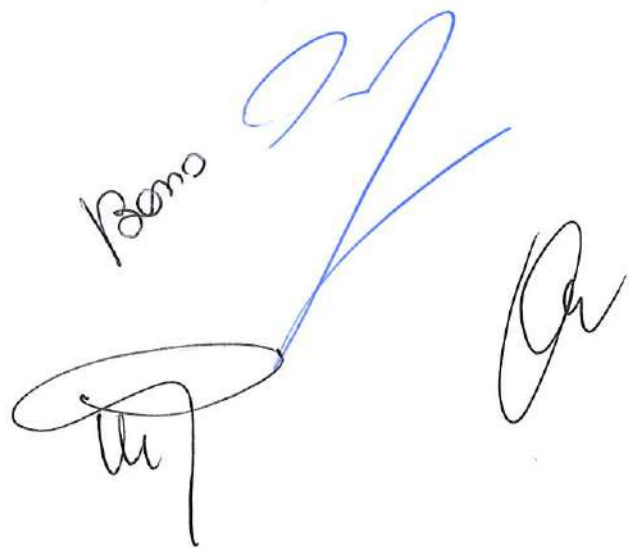


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**Traccia n. 19**

- LA TESORERIA COMUNALE
- IL RUOLO DELLA GIUNTA COMUNALE
  
- Nick is a chartered accountant but he loves to cook. He lives in London and he wants to leave his job to open an Italian restaurant. Charlotte, Nick's girlfriend, is also a chartered accountant. Nick tells Charlotte that he is thinking of going to Italy for six months. "I need to learn Italian. And I need to do an Italian cookery course too." But Charlotte wants to get married, buy a house and have children. She wants to start a family. She definitely doesn't want to wait six months. "Nick, if you go to Italy, that's it, it's over!"

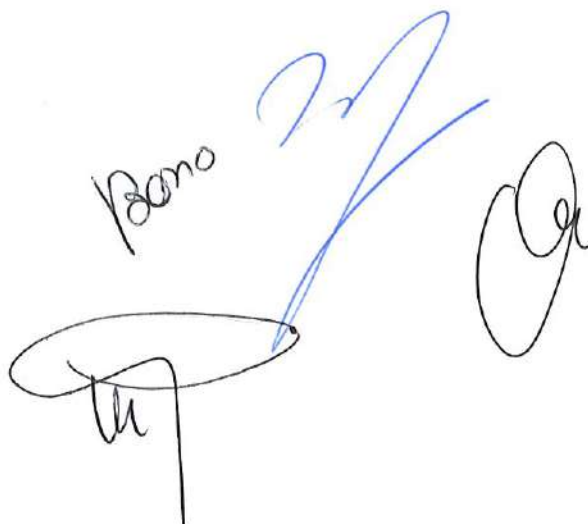


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### **Traccia n. 20**

- LE VERIFICHE DI CASSA
- LE COMPETENZE DEL CONSIGLIO COMUNALE
- Marianna is 22 years old and is from Syracuse, in Sicily. However, now she lives in Bologna, in the north of Italy, because she is studying for a Master's degree: she studies History of Art. She came to Bologna because it has the oldest university in Western Europe, where many famous people have studied. It's early October and it's still warm in Bologna. After lessons, Marianna likes to go for a walk around the old medieval town centre, one of the biggest in the world, walk under the typically Bolognese porticoes, cross Piazza Maggiore, the beautiful central square, look in the shop windows and have a coffee in one of the many bars she comes across.



**PROVA ORALE del 20.11.2025**

**Traccia n. 21**

- LA FIGURA DEL RESPONSABILE DEL SERVIZIO FINANZIARIO
- LA FIGURA DEL SINDACO

- It's daybreak. The sun is coming up; it's still early but Fabrizio is awake. This is his favourite time of day, when the world is still asleep and all is quiet. The light is special at this hour. Fabrizio has often tried to capture it on canvas but has never managed it. Fabrizio is an artist. On the floor beside the wardrobe is his latest work: a field of poppies bathed in sunlight. It's probably dry by now and he will be able to take it with the others to the city's art galleries, as he does every day in the hope of being able to exhibit them. The walls of his flat are covered with his pictures; soon he'll have to find somewhere else to keep them.

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### **Traccia n. 22**

- I PRINCIPI DI BILANCIO
- GLI ORGANI DEL COMUNE
- “Sweet dreams, darling,” said Dorothy’s mum. She switched off the light and closed the door. Dorothy felt safe. Her pillow was soft and her duvet was thick and warm. Around her bed were her favourite toys: lots of different kinds of aeroplanes. It was her dream to become a pilot. She closed her eyes, then she opened them again. She had heard a sound under her bed. She didn’t believe in monsters. So she got out of bed and looked under it. There were two large white eyes looking at her.

