

**PHA Annual Financial Reporting Training (FASS-PH System)  
Draft Training Agenda**

<b>Time</b>	<b>Session</b>	<b>Topics Covered</b>
8:30 – 8:45	Session 1 – Introduction	Session 1 will welcome participants and introduce the speaker(s) and topics.
8:45 – 9:45	Session 2 – Financial Reporting Model and Reporting Requirements	<p>Session 2 explains the general financial reporting requirements of HUD and provides an overview of the different FASS reporting models.</p> <ul style="list-style-type: none"> <li>• Overview of FASS-PH reporting requirements.</li> <li>• Discussion of Appropriation law, regulatory requirements, HUD guidance, and PHA choices that impact the columns and line items used on the FDS.</li> <li>• Examples of the different FDS reporting models.</li> </ul>
9:45- 10:00	Break	
10:00– 12:00	Session 3 – Public Housing Accounting	<p>Session 3 will discuss how to properly report the major Public Housing Programs – Operating Fund and Capital Fund. This session includes such topics as reporting:</p> <ul style="list-style-type: none"> <li>• Project types: New projects, demolition and disposition of projects, mixed finance projects, etc.</li> <li>• Operations: Frontline expenses, fee costs, and allocated overhead.</li> <li>• Capital funds activity: Hard costs vs. soft costs, CFP management fees, CFFP reporting, equity transfers / beginning equity.</li> <li>• Accounting for ARRA funds.</li> </ul>
12:00 – 1:00	Lunch	
1:00 – 2:30	Session 4 – Housing Choice Voucher Program Accounting	<p>Session 4 provides information on financial reporting issues specific to HCV and HCV-related programs. Topics to be covered include:</p> <ul style="list-style-type: none"> <li>• NRA and administrative fee equity balances;</li> <li>• HAP and administrative fee revenue; and</li> <li>• Other program accounting topics: <ul style="list-style-type: none"> <li>○ Fraud recovery</li> <li>○ Portability</li> <li>○ Family self-sufficiency</li> </ul> </li> </ul>
2:30 - 2:45	Break	
2:45 – 3:45	Session 5 – Central Office Cost Center and Elimination Column Reporting	<p>Session 5 will discuss when to use and how to properly report a COCC and Elimination column. Topics to be covered include:</p> <ul style="list-style-type: none"> <li>• COCC income and expenses, reporting fee revenue; COCC expenses, allocated vs. frontline costs.</li> <li>• Overhead (COCC) cost pool and allocated overhead.</li> <li>• Fixed assets &amp; legacy costs.</li> </ul>
3:45 – 4:15	Session 6 – Public Housing Assessment System, emphasis on Financial	Session 6 provides information on the <u>current</u> Public Housing Assessment System process, with an emphasis on FASS scoring.
4:15 - 4:30	Session 7 – Course Conclusion	Session 7 provides time for an open discussion and for training evaluations.