

FINANCIAL MANAGEMENT & GOVERNANCE TRAINING

SEPTEMBER 10 - 14, 2012
PORTLAND, OR



TRAINING LOCATION

Portland HUD Field Office
400 Southwest Sixth Avenue
Suite 700
Portland, OR 97204-1596

DAILY AGENDA

Sign In: 8:00 a.m.
Start: 8:30 a.m.
End: 4:00 p.m.

REGISTRATION

Please click on the registration link below. You will receive a confirmation e-mail upon completion of the registration form. Please fill out all of the fields in the form.

<http://www.hud.gov/emark/index.cfm?fuseaction=emar.registerEvent&eventId=1368&update=N>

CONTACT INFORMATION

Please contact your Field Office POC with any questions you may have.

OTHER INFORMATION

The Portland office is in a commercial space. Participants are requested to go directly to the 7th floor receptionist to check in.

Training is free but participants will need to make their own travel arrangements.



The U.S. Department of Housing and Urban Development is offering financial management and governance training to HUD's housing grantees and partners as part of a Department wide initiative to provide housing executives, administrators, management agents and owners, program managers and financial personnel with the financial management knowledge and tools to efficiently and effectively manage their housing portfolio. This training event will also provide an opportunity for the participants to share their experiences and best practices with their peers during the training.

Who Should Attend?

Housing Administrators, MFH owners/management agents, PIH Executive Directors and Board of Directors, CPD grantees to include program managers at the state and local levels, and housing Financial Managers,

Program Description

The training program consists of a Core curriculum of three 1 day Core courses and two topic-specific 1 day courses. Participants are required to attend all 3 days of the core training and are encouraged to attend the optional topic-specific courses where appropriate. Training certificates will be awarded at the end of the Core curriculum (Day 3) and after each of the topic-specific courses.

Courses and Objectives

INTRODUCTION TO FINANCIAL MANAGEMENT (Core Course, 1 day): The objectives of this course are to provide an overview of the financial management process, including the overall process and key financial documents and systems involved in financial planning, oversight and reporting, and federal financial management requirements.

INTERNAL CONTROLS AND FINANCIAL MANAGEMENT (Core Course, 1 day): The objectives of this course are to provide an understanding of internal controls, including the roles and responsibilities of management in the design, implementation and maintenance of internal controls, identifying the organizational internal control structures within their organization, assessing and mitigating control risks, the role of audits, and the impact of internal controls on financial statements and reporting.

FINANCIAL PERFORMANCE MONITORING (Core Course, 1 day): The objectives of this course are to provide an understanding of financial performance monitoring, including accounting concepts and financial statements, data systems for monitoring financial performance, interpretation of key financial performance indicators and their calculations, causes of financial performance problems, improving financial performance at the project and agency level, the roles and responsibilities of management in financial performance monitoring, and using financial information in strategic planning, asset management and broader agency mission and policy decisions.

PROJECT-BASED BUDGET DEVELOPMENT AND ANALYSIS (Topic-Specific, 1 day): The objectives of this course are to provide training on management- and executive-level financial tools and concepts, including developing a project-level operating budget, using an operating budget to improve performance, using financial benchmarks to determine the reasonableness of a project's expenditures, developing methods to monitor actual to budgeted expenses, addressing budget shortfalls, understanding cash management techniques and types of fee income, and managing reserves. This course is targeted for MFH agents/owners and PIH Executive Directors, Board of Directors, and financial managers.

CAPITAL FUND PLANNING, IMPLEMENTATION, AND REPORTING (Topic-Specific, 1 day): The objectives of this course are to address the Capital Fund Program (CFP) requirements, including how to prepare the PHA 5-Year Plan and Annual Plan, defining eligible and ineligible Capital Fund expenses, defining the role of Line of Credit Control System (LOCCS), understanding the penalties and sanctions for failure to obligate and expend CFP grants, understanding the requirements for Qualified PHAs, understanding the eligibility requirements set aside for Disaster and Emergency Capital Fund grants and understanding the requirements for mixed finance proposals..This course is targeted for PIH Executive Directors, Board of Directors, and financial managers..