



FY 2014 FTA FINANCIAL MANAGEMENT OVERSIGHT SEMINARS

BACKGROUND

The Federal Transit Administration (FTA) provides stewardship of combined formula and discretionary programs totaling more than \$10B to support a variety of locally planned, constructed, and operated public transportation systems throughout the United States. As part of its oversight responsibilities, the FTA, through its Financial Management Oversight (FMO) program conducts several types of reviews to assure grantee compliance with grant and statutory requirements. The FTA sponsors the FMO seminars to prepare grantees for FMO reviews and to enhance and refine their financial management systems to meet the standards established by the Common Rule.

The seminar will begin with introductory remarks by key FTA personnel and training instructors. The instructors will cover the FMO review process, sound internal control practices, compliance with OMB and FTA financial management regulations, federal financial reporting processes, ARRA reporting requirements, budget changes and grant amendments, cash management issues, cost allocation plans, and disaster recovery planning. Also, participants will be provided with exercises and case studies patterned after actual FMO reviews.

The seminar format provides for individual questions throughout the sessions and additional time after sessions to consult with instructors. FTA will provide a workbook and other related materials at each seminar.

WHO SHOULD ATTEND?

Financial Management Oversight Seminars are designed for grantee personnel who are responsible for the financial management of FTA grant funds. This would include CFO's, CEO's, Accountants, and individuals responsible for planning/managing transit services, and managing compliance programs. Transit agencies that are scheduled for a Financial Management Review during Fiscal Year 2013 are especially encouraged to attend the seminar. The seminar will ensure that your organization is aware of new FTA requirements and assist you in preparing for future reviews.

Due to space limitations, only two registrants per agency will be accepted, and there is a maximum of 40 attendees per seminar. Additional registrants will be placed on a waiting list, and added to the attendee list if space becomes available. Please contact Janisha Richardson at (571) 257-5090 ext. 224 with any questions.

SEMINAR LEADERS

Transit professionals who are reviewers for the FTA's Financial Management Oversight Program will conduct the Financial Management Oversight Seminars. The instructors will provide guidance, answer questions about how to respond to specific areas, and share industry best practices. FTA Personnel will attend the seminar to answer questions about your upcoming Financial Management Review, assist you in any area related to your FTA grant programs, and refer you to printed guidelines or other resources, should you require additional information.



SPEAKERS

FTA PERSONNEL

Regional Office Personnel

The Regional Administrator (or designee) will provide opening remarks. Also, other Regional Office personnel will be available to provide information related to FTA requirements.

Alison Pegram – Financial Management Oversight Program Manager (FMO) Federal Transit Administration (FTA), Washington, DC

Ms. Pegram works for the FTA's Office of Oversight in Washington, DC. Her responsibilities include all financial management oversight and grantee oversight assessment program functions.

INSTRUCTORS

James W. Reid, CPA, MBA, Managing Director, Reid Consulting, LLC

Mr. Reid founded Reid Consulting, LLC, in 2001. In 2006 the firm was selected as a prime contractor under the FMO contract. Since that time, Mr. Reid has served as Engagement Partner on the FMO Seminars, FMO full-scope reviews, cost allocation reviews, and financial condition and capability assessments. Mr. Reid is also a member of the FMO Cost Allocation Plan Work Group, which consists of senior level contractors that conduct research and provide analysis to the FTA on cost allocation plan issues and procedures.

Donna McCoy, CPA, President, McCoy Accounting and Consulting

Ms. McCoy has over 20 years of experience in accounting and consulting including 17 years in public accounting and 4 years as the Finance Director of a non-profit. Ms. McCoy has served as project manager for numerous FMO reviews. Ms. McCoy has also performed specialized assignments for the FTA along with her work on procurement and state management reviews.

Benjamin D. Porter, President, Porter & Associates, Inc.

Mr. Porter has over 30 years of professional experience in the field of urban transportation. He founded Porter & Associates, Inc. in 1992. Prior to forming P&A, he was a project manager with Seattle Metro and served as a Senior Consultant and Transit Operations Analyst for Booz Allen and Price Waterhouse Coopers. During the course of his career he has performed financial capacity assessments on some of the largest transit systems in the country.



Andre K. Brickhouse, CPA, CFP, Principal, Reid Consulting, LLC

Mr. Brickhouse is a Principal at Reid Consulting, LLC and has over 17 years of diversified public accounting experience. Mr. Brickhouse has served as manager on FMO full-scope reviews, cost allocation plan reviews, agreed-upon procedures reviews, and financial condition and capability assessments.

David Crooks, CPA, Principal, Reid Consulting, LLC

Mr. Crooks is a Principal at Reid Consulting, LLC and has over 20 years of public accounting experience. Mr. Crooks has performed many FMO reviews for the FTA including full-scope reviews, cost allocation plan reviews and agreed-upon procedures reviews.

Upon completion of this course you will be able to:

- Differentiate between the types of FMO Reviews.
- Explain the FMO Review process.
- Apply Grantee Regulatory Environment Codes and Regulations to your organization.
- Apply Common Rule Financial Management Standards to your organization.
- Define the benefits and limitations of an internal control system.
- Identify the items needed to complete a cost allocation plan.
- Identify and apply OMB Circular A-87 for establishing and assessing allowable costs to grants.

16 CPE Credits

Program Level: Basic

Delivery Method: Group-Live

Advanced Preparation: None

Prerequisites: None

Cost: Free (no refunds of travel or time will be given)

Reid Consulting, LLC is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Website; www.nasba.org.

FINANCIAL MANAGEMENT OVERSIGHT SEMINAR
TENTATIVE AGENDA REGION 9
FY 2014

DAY 1

8:00 am	Participant Check-in
8:30-8:45 am	Opening Remarks
8:45-9:15 am	Introductions and Course Objectives
9:15-9:45 am	Grantee Regulatory Environment
9:45-10:00 am	BREAK
10:00-10:45 am	Common Rule
11:45-12:00 pm	FMO Process/FMS Controls
12:00-1:00 pm	LUNCH
1:30-3:00 pm	FTA Circular 5010.1D
3:00-3:15 pm	BREAK
3:15-4:45 pm	FTA Circular 5010.1D
4:45	End of Day One

DAY 2

8:00-8:30 am	Participant Check-In
8:30-9:15 am	OIG Presentation/O&A (depending on OIG availability)
9:15-10:00 am	OMB Circular A-87 (Relocated to 2 CFR Part 225)
10:00-10:15 am	BREAK
10:15 -12:00 pm	Cost Allocation Plans (including exercise)
12:00-1:00 pm	LUNCH
1:00-2:00 pm	FTA Circular 4220.1F
2:00-2:15 pm	BREAK
2:15-3:00 pm	Financial Condition and Capability Assessments
3:00-3:45pm	Comprehensive Case Studies
3:45-4:15 pm	Wrap-up/Q&A/Evaluations



Financial Management Oversight Seminar

Phoenix, AZ

June 10-11, 2014

Hotel Palomar Phoenix City Scape

2 East Jefferson Street

Phoenix, AZ

85004

(877) 488-1908 or (602) 253-6633

Rate \$88/\$118 single/double

Plus tax

Reservation

Deadline: **May 10, 2014**

https://FTA_FMO/Seminar

www.hotelpalomar-phoenix.com

Registration is free of charge. To register for a seminar, complete the attached registration form and submit via email to fmoseminars@reidconsult.com or facsimile to the attention of Janisha Richardson, FAX# (571) 257-5091. Please submit a separate registration form for each participant. Upon acceptance into the seminar, an email confirmation will be sent to you confirming your acceptance in the seminar. If you do not receive a confirmation email, please contact Janisha Richardson at (571) 257-5090 ext. 224. Do not assume that your registration is confirmed until you receive your confirmation email. This is not a walk-in seminar and space for each seminar is limited. Reservations will be accepted on a first-come, first-serve basis. Once again attendance is limited to two individuals per agency in order to accommodate as many agencies as possible and the maximum number of participants is 40.

Hotel rooms have been reserved for each seminar, and are offered at the specified rate. The hotel accommodations are for confirmed seminar attendees only. Each confirmed attendee is responsible for making their hotel reservation. Please do not make a hotel reservation until you receive a confirmation email. Participants should acknowledge their attending the **FTA FMO SEMINAR** when reserving their room.



FY 2014 FTA FINANCIAL MANAGEMENT OVERSIGHT SEMINAR

REGISTRATION FORM

Region IX

Hotel Palomar Phoenix City Scape
2 East Jefferson Street
Phoenix, AZ 85004
(877) 488-1908
(602) 253-6633
June 10-11, 2014

I will attend the Region IX FY 2014 Federal Transit Administration (FTA) Financial Management Oversight Seminar. Please register me.

The deadline to register for the seminar is June 3, 2014.

Hotel room rate cut-off date is, May 10, 2014

Please print your information, and submit one form per applicant.

First Name: Christina

Last Name: Bune

Title: Finance & Administration Manager

Agency: Fort Bend County

Street Address: 12550 Emily Court, Suite 400

Street Address (cont'd):

City: Sugarland **State:** TX

Zip: 77478

Phone No.: (281) 243 - 6704 **Extension (if any):**

Fax No.: (281) 243 - 6715

E-mail: Christina.Bune@fortbendcountytexas.gov

Special Needs (mobile chair access, visual, hearing and etc.):

Important Notes:

- This is an automated registration form so please fill it out and review your entries carefully. After completing the form, save the document to your computer, and then return it as an email attachment to: fmoseminars@reidconsult.com***
- If you have any difficulty returning the form by email, please print and submit by fax to Janisha Richardson at: (571) 257-5091. Also, indicate whether the registration confirmation should be faxed instead of emailed.***



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First Name: Kay
Last Name: Steinkamp
Title: Senior Accountant
Agency: Fort Bend County
Street Address: 301 Jackson Street
Street Address (cont'd):
City: Richmond **State:** TX
Zip: 77469
Phone No.: (281) 344 - 3971 **Extension (if any):**
Fax No.: (281) 243 - 6715
E-mail: Kay.Steinkamp@fortbendcountytexas.gov
Special Needs (mobile chair access, visual, hearing and etc.):

Important Notes:

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HOTEL INFORMATION

The two-day workshop will be held at the following location:

Hotel Palomar Phoenix City Scape
2 East Jefferson Street
Phoenix, AZ 85004
(877) 488-1908
(602) 253-6633
https://FTA_FMO/Seminar

Guest rooms are available for attendees of the FTA Financial Management Oversight Seminar at the rate of \$88/\$118 night plus tax for single and double occupancy, provided reservations are made no later than **May 10, 2014**. The workshop is free of charge but participants are responsible for their own room and board. Self-parking is \$23 and valet parking is \$30 per day.

In order to reserve your hotel room at this rate, please call no later than, **May 10, 2014** and clearly identify yourself as attending the **FTA FMO SEMINAR**.

DIRECTIONS

From Phoenix Sky Harbor Airport via Valley Metro Light Rail

Light rail departs from Terminal 4. Board SkyTrain to 44th Street Washington. Board Metro Light rail to 19th Ave/Montebello, exit Washington/Central Light rail station. Hotel is one block from station.

From Phoenix Sky Harbor Airport

Head East on E. Sky Harbor Blvd. Turn Right onto 24th Street North. Turn Left onto E. Washington Street for 2.2 miles. Turn Left onto 1st Avenue. Turn Left onto Jefferson Street. Hotel is immediately on Left. (Taxi service approx. 5 miles estimated cost \$25.00)

Restaurant:

Hotel Palomar is located in the heart of City Scape. Restaurants are just steps away; The Breakfast Club, The Tilted Kilt, Chipotle, Potbelly Sandwich Shop, Five Guys and many more.