

Housing Choice Voucher Program: Training Agenda

Tuesday, June 26, 2012

Time	Session	Topics Covered
8:00 – 8:30	Training Registration	
8:30 – 8:45	Session 1 – Introduction	Session 1 will welcome participants and introduce the trainer(s) and topics.
8:45 – 9:45	Session 2 – The Reporting Entity	<p>Session 2 explains the general financial reporting requirements; discuss the different organizations that administer the HCV program, and the programs that should be reported on the FDS. Topics to be covered include:</p> <ul style="list-style-type: none"> • Submission Due Dates • Extension and Waiver Request • GAAP Reporting Entity • FASS Submissions and the PHA: <ul style="list-style-type: none"> ○ Standalone PHAs ○ PHAs that are a General Purpose Government (emphasis) ○ PHAs that are part of a Nonprofit Agency • FYE and PIC FYE Reporting
9:45 – 10:00	Break	
10:00 – 12:00	Session 3 – HCV and HCV-related Programs	<p>Session 3 provides information on financial reporting issues specific to the HCV program. Topics to be covered include:</p> <ul style="list-style-type: none"> • HCV and HCV-related Programs • Revenue Recognition for HAP and Administrative Fees with emphasis on new Cash Management policy • Investment Income • Fraud Recovery • Family Self Sufficiency • Portability • Reporting Specific Balance Sheet accounts • GASB 54 Requirements and Implementation
12:00 – 1:00	Lunch	
1:00 – 2:45	Session 4 – NRA Balances and Other Reporting	<p>Session 4 discuss when to use and how to properly report the following types of transactions:</p> <ul style="list-style-type: none"> • Administrative Fee and HAP Equity (FDS Lines 11170 and 11180) • The relationship of these Memo Equity accounts to the Financial Statements • Reviewing HUD Calculated NR Balances • Other Reporting and Compliance Items

Time	Session	Topics Covered
2:45 – 3:00	Break	
3:00 – 4:00	Session 5 – Understanding the Unaudited and Audited Submissions	<p>Session 5 provides an overview of the unaudited and audited submission, including the IPA review process. This session will focus on the audited submission and required attachments.</p> <ul style="list-style-type: none"> • Unaudited Submission Process • Audited Submission Process • FDS and the Audited Submission • Overview of the Data Collection Form (DCF) • Completing the DCF • Supplementary Information and SAS 29 Opinion • Required Audit Attachments (emphasis Component Unit)
4:00 – 4:30	Session 6 – Case Study	Session 6 provides a case study that emphasizes the new cash management requirements and the effects on the PHA's NRA balance.
4:30 – 4:45	Session 7 - Conclusion	Session 7 provides time for an open discussion and for training evaluations.

*Participant learning exercise will be conducted as part of the various sessions.

Public Housing Programs: Training Agenda

Wednesday, June 27, 2012

Time	Session	Topics Covered
8:00 – 8:30	Training Registration	
8:30 – 8:45	Session 1 – Introduction	Session 1 will welcome participants and introduce the speaker(s) and topics.
8:45– 9:30	Session 2 – Financial Reporting Models and Reporting Requirements	Session 2 explains the general financial reporting requirements of HUD and provides an overview of the different FASS reporting models. <ul style="list-style-type: none"> • Overview of FASS-PH reporting requirements • Discussion of the different Financial Data Schedule (FDS) reporting models that can be used by PHAs
9:30 – 10:15	Session 3 – Public Housing Operating Fund	Session 3 discusses how to properly report the Public Housing Operating Fund program. This session covers the following topics: <ul style="list-style-type: none"> • Project requirements and the reporting for the different type of projects • Reporting of key FDS line items, such as cash, maintenance contracts, operating transfers, and memo accounts.
10:15 – 10:30	Break	
10:30 – 12:00	Session 4 – Public Housing Capital Fund and ARRA Reporting	Session 4 discusses how to properly report the Public Housing Capital Fund program and ARRA grants on the FDS. This session covers the following topics: <ul style="list-style-type: none"> • Capital funds activity including hard costs vs. soft costs, CFP management fees, specific BLI accounts, CFFP reporting equity transfers/beginning equity. • Accounting for ARRA funds.
12:00 – 1:00	Lunch	
1:00 –2:15	Session 5 – Central Office Cost Center (COCC) and Elimination Column Reporting	Session 5 discuss when to use and how to properly report transactions in the COCC and Elimination columns. Topics to be covered include: <ul style="list-style-type: none"> • COCC income and expenses, reporting fee revenue, COCC expenses, and allocated vs. frontline costs. • Allocated Overhead (COCC cost pool) and other allowed allocation methods.
2:15 – 2:45	Session 6 –Excess Cash and Operating Reserves	Session 6 provides information on the calculation of Excess Cash and Operating Reserves <ul style="list-style-type: none"> • Understanding of HUD’s calculation of Excess Cash and Operating Reserves, applicability and financial management of these items. • Eligible uses of operating subsidy and reserves.
2:45 – 3:00	Break	

Time	Session	Topics Covered
3:00 – 3:45	Session 7 – Interim Public Housing Assessment System (PHAS), emphasis on Financial and Management	Session 7 provides information on Interim PHAS, with an emphasis on FASS and MASS scoring.
3:45 – 4:30	Session 8 – Mixed Finance Reporting	Session 8 provides information on how to properly report mixed finance projects on the FDS.
4:30 – 4:45	Session 9 – Course Conclusion	Session 9 provides time for an open discussion and for training evaluations.

*Participant learning exercise will be conducted as part of the various sessions.