

**SEMINAR OUTLINE**

**Back to Basics: Accounting and Your Year End Close**  
March 4-5, 2010 | Windsor Court Hotel, New Orleans



**Day 1 Agenda**

**8:30 AM Registration & Coffee**

**9:00 AM** Module 1: Internal Controls

1. What are they?
2. How do they relate to your PHA?
3. Cash
4. Accounts Receivable
5. Fixed Assets
6. Accounts Payable / HAP
7. Payroll
8. Workbook questions

**9:45 AM** Module 2: Account Reconciliation

1. Learn to close your books monthly / annually
2. Workpaper techniques
  - a. Assets
  - b. Liabilities
  - c. Equity
  - d. Revenues
  - e. Expenses
3. Declaration of Trust and your PHA
4. Workbook questions

**10:30 AM AM Break**

**10:45 AM** Module 2: Account Reconciliation

1. Learn to close your books monthly / annually
2. Workpaper techniques
  - a. Assets
  - b. Liabilities
  - c. Equity
  - d. Revenues
  - e. Expenses
3. Declaration of Trust and your PHA
4. Workbook questions

**11:15 AM** Module 3: Capital Fund

1. History and Background
2. BLI definitions and eligible costs
3. Basic grant rules
4. Accounting and Reporting for grants
5. ARRA Update
6. Workbook questions

**12:00 noon Provided Lunch**

**1:00 PM** Module 3: Accounting for Capital Fund / Other Grants

1. History and Background
2. BLI definitions and eligible costs
3. Basic grant rules
4. Accounting and Reporting for grants
5. ARRA Update
6. Workbook questions

**2:30 PM PM Break**

**2:45 PM** Module 4: Section 8

1. What is Section 8? Project Based vs. Tenant Based
2. Accounting for Section 8
  - a. Administrative Fees
  - b. Monitoring leasing and HAP utilization
  - c. Profitability
3. VMS reporting (HUD Form 52681-b)
4. Voucher for Payment of Annual Contributions and Operating Statement (HUD Form 52681)

**4:00/4:30 PM Day 1 Complete**

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**Day 2 Agenda**

<b>8:30 AM</b>	<b>Registration &amp; Coffee</b>
<b>9:00 AM</b>	<b>Module 5: Financial Data Schedule (FDS)</b> <ol style="list-style-type: none"> <li>1. Uniform financial reporting standards</li> <li>2. Types of Asset / Non Asset management models</li> <li>3. FDS examples</li> <li>4. Calculation of Excess Cash</li> <li>5. Uses of Excess Cash</li> <li>5. Workbook questions</li> </ol>
<b>10:30 AM</b>	<b>AM Break</b>
<b>10:45 AM</b>	<b>Module 6: Public Housing Assessment System (PHAS)</b> <ol style="list-style-type: none"> <li>1. Current rule</li> <li>2. Proposed rule</li> <li>3. Substantial Default</li> <li>4. Calculating your score</li> <li>5. Workbook questions</li> </ol>
<b>12:00 noon</b>	<b>Provided Lunch</b>
<b>1:00 PM</b>	<b>Module 7: Your Audit Report</b> <ol style="list-style-type: none"> <li>1. What is an Audit?</li> <li>2. Selecting a qualified auditor</li> <li>3. Types of audit options</li> <li>4. What auditors do</li> <li>5. Make sure your audit gets done</li> <li>6. Workbook questions</li> </ol>
<b>1:30 PM</b>	<b>Module 8: Operating Fund Calculations</b> <ol style="list-style-type: none"> <li>1. Overview of the operating fund calculation</li> <li>2. Tips to maximixe funding</li> </ol>
<b>2:45 PM</b>	<b>PM Break</b>
<b>3:00 PM</b>	<b>Module 9: HUD / GAAP / GASB Updates</b> <ol style="list-style-type: none"> <li>1. To be determined (updated week of material production deadline)</li> </ol>
<b>4:00 – 4:30 PM</b>	<b>Day 2 Complete</b>