



# **FY 2012 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 seminars 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 with 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 responsible for the financial management of FTA grant funds. This would include CFO's, CEO's, Accountants and individuals responsible for planning, managing transit service, and managing compliance programs. Transit agencies that are scheduled for a Financial Management Review during Fiscal Year 2011 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 a future review.

Due to space limitations, two registrants per agency will be accepted, and there is a maximum of 40 attendees per seminar. Any additional registrants will be placed on a waiting list, and registered as 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. Staff from the FTA will attend the seminar to answer questions about your upcoming Financial Management Review, assist you in any area related to your FTA grant program, 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.

*Amy Swift Jernigan, MPA – Manager, Financial Management Oversight Program (FMO) Federal Transit Administration (FTA), Washington, DC*

Ms. Jernigan joined FTA as a Presidential Management Fellow (PMF). Since joining the FTA Ms. Jernigan has held increasingly responsible positions within the Office of Oversight. Ms. Jernigan is currently the Contracting Officers Technical Representative for the FMO Program. She has held similar positions under the State Management Review and Triennial Review Programs.

## **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 plan reviews, agreed-upon procedures reviews, and financial capacity 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 19 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 thirty years 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 the largest transit systems in the country.



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

Andre Brickhouse has over 16 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 capacity assessments.

*David Crooks, CPA, Principal, Reid Consulting, LLC*

Mr. Crooks is a Principal at Reid Consulting, LLC and has over 19 years of public accounting experience. Prior to joining Reid Consulting, Mr. Crooks worked at Regis & Associates, where he was the Project Manager for the FMO reviews performed by that firm. Since 2005, 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)

## FINANCIAL MANAGEMENT OVERSIGHT SEMINAR

### TENTATIVE AGENDA

FY 2012

#### DAY 1

8:00 am	Participant Check-in (continental breakfast)
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 (coffee and tea)
10:00-11:15 am	OMB Circular A-87
11:15-12:15 pm	Cost Allocation Plans
12:15-1:00 pm	WORKING LUNCH (provided)
1:00-1:15 pm	Case Study
1:15-2:30 pm	FTA Circulars – Part I
2:30-2:45pm	BREAK (refreshments)
2:45-4:30 pm	FTA Circulars – Part I
4:30	End of Day One

#### DAY 2

8:00 am	Participant Check-In (continental breakfast)
8:30-9:15 am	OIG Presentation/O&A
9:15-10:00 am	Common Rule
10:00-10:15 am	BREAK (coffee and tea)
10:15 -11:15 am	FMO Process/FMS Controls
11:15-12:00 pm	FTA Circulars – Part II
12:00-1:00 pm	WORKING LUNCH (provided)
1:00-1:45 pm	Financial Condition and Capability Assessments
1:45-2:00pm	BREAK (refreshments)
2:00-3:15 pm	Comprehensive Case Studies
3:15-3:30 pm	Wrap-up/Q&A/Evaluations



## SEMINAR SCHEDULE

<b>SESSION I</b> Brooklyn, NY <b>October 4-5, 2011</b>	<b>SESSION II</b> Atlanta, GA <b>November 7-8, 2011</b>	<b>SESSION III</b> Houston, TX <b>January 10-11, 2012</b>	<b>SESSION IV</b> San Francisco, CA <b>March 29-30, 2012</b>	<b>SESSION V</b> Baltimore, MD <b>May 10-11, 2012</b>	<b>SESSION VI</b> St. Louis, MO <b>June 12-13, 2012</b>
New York Marriott at the Brooklyn Bridge	Ritz Carlton Atlanta	Embassy Suites Houston Downtown	The Westin St. Francis on Union Square	Sheraton Inner Harbor	Four Seasons Hotel St. Louis
333 Adams Street Brooklyn, NY 11201	181 Peachtree Street, NE Atlanta, GA 30303	1515 Dallas Street Houston, TX 77010	335 Powell Street San Francisco, CA 94101	300 South Charles Street Baltimore, MD 21201	999 North 2 <sup>nd</sup> Street St. Louis MO 63102
(718) 246-7000 (888) 436-3759 www.marriott.com	(404) 659-0400 www.ritzcarlton.com	(713) 739-9100 (888) 482-0230 www.hilton.com	(415) 397-7000 (800) 937-8461 www.westinstitfrancis.com	(410) 962-8300 (800) 325-3535 www.starwoodhotels.com	(314) 881-5757 www.fourseasons.com
Rate \$295* Plus tax Reservation Deadline: <b>September 13, 2011</b>	Rate \$132* Plus tax Reservation Deadline: <b>October 17, 2011</b>	Rate \$109* Plus tax Reservation Deadline: <b>December 12, 2011</b>	Rate \$150* Plus tax Reservation Deadline: <b>February 27, 2012</b>	Rate \$144* Plus tax Reservation Deadline: <b>April 9, 2012</b>	Rate \$110* Plus tax Reservation Deadline: <b>May 21, 2012</b>

\* Prevailing government per diem hotel rate at the time of check-in

Registration is free of charge. To register for a seminar, complete the attached registration form and submit via email to [fmoseminars@reidconsult.com](mailto: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, or if you have other questions regarding the FMO Seminars, 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 government per diem 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. To receive the government per diem rate confirmed participants should acknowledge their attending the **FTA FMO Seminar** when reserving their room.



## FY 2012 FTA FINANCIAL MANAGEMENT OVERSIGHT SEMINAR

### REGISTRATION FORM

I would like to attend the following FY 2012 FTA FMO Seminar. Please reserve a seat in the following session (please check appropriate box):

- ☐ SESSION 1 Brooklyn, NY – October 4-5, 2011
- ☐ SESSION 2 Atlanta, GA – November 7-8, 2011
- ☐ SESSION 3 Houston, TX – January 10-11, 2012
- ☐ SESSION 4 San Francisco, CA – March 29-30, 2012
- ☐ SESSION 5 Baltimore, MD – May 10-11, 2012
- ☐ SESSION 6 St. Louis, MO – June 12-13, 2012

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

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City/ State/ Zip:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Fax No:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Primary area of interest:** \_\_\_\_\_

**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](mailto: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.*