



# **FY 2010 FTA FINANCIAL MANAGEMENT OVERSIGHT SEMINARS**

## **BACKGROUND**

The Federal Transit Administration (FTA) is responsible for administering billions of dollars of financial assistance to the transit industry each year. As part of its oversight responsibilities, the FTA through its Financial Management Oversight (FMO) program conducts several financial reviews to assure grantee compliance with grant and statutory requirements. The FTA sponsors a series of 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, followed by a description of the FMO review process. The instructors will also cover a review of sound Internal Control and Disaster Recovery Planning concepts and will provide the participants with exercises and case studies patterned after actual FMO reviews.

The seminar will also address particular areas of financial management concerns, including the financial status reporting process, ARRA reporting requirements, budget changes and grant amendments, cash management issues, and cost allocation plans.

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 grantees 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 or compliance programs. Transit agencies that are scheduled for a Financial Management Review during Fiscal Year 2010 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. Additional registrants will be placed on a waiting list 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**

### **Welcome by the Regional Administrator or a representative from the Regional Office**

*Linda Barnes – Federal Transit Administration (FTA) – Financial Management Oversight Program*

Ms. Barnes works for the FTA's Office of Oversight in Washington, DC. Her responsibilities include all financial management oversight and grantee oversight assessment program functions. Ms. Barnes has over 10 years experience working in the area of financial management oversight.

## **INSTRUCTORS**

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

Mr. Reid founded Reid Consulting, LLC, in 2001. In 2006 the firm (teaming with Milligan & Company) was selected as a prime contractor under the contract that includes delivery of the FMO Seminars. During the past two years, Mr. Reid has served as Engagement Partner on the Reid/Milligan team that has conducted FMO Seminars, FMO full-scope reviews, cost allocation reviews, and financial capacity assessments. Mr. Reid has also served as an instructor for governmental accounting classes for the US Department of the Treasury and as a member of the Fiscal Improvements Work Group for the Department of Health and Human Services.

*John Milligan, CPA, Managing Principal, Milligan & Company, LLC*

Mr. Milligan started Milligan & Company, LLC, started his accounting firm in 1985. Prior to this, he worked over nine years at PricewaterhouseCoopers, an international accounting firm. Mr. Milligan has served as project manager for numerous Financial Management Oversight (FMO) reviews since 1991. Several of these reviews have included the nation's largest transit operators. Mr. Milligan performed various special reviews for the FTA over the past several years, including financial capacity reviews. He has also lectured on the FMO process, third party contracting requirements of Circular 4220.1F., and has been involved with triennial reviews.

*Donna McCoy, CPA, Senior Manager, Milligan & Company, LLC*

Ms. McCoy has over 10 years of diversified public accounting experience. Prior to joining Milligan & Co., LLC, she worked at PricewaterhouseCoopers for three years. Ms. McCoy has served as manager for over 40 FMO reviews. Ms. McCoy has also performed specialized reviews for FTA.



**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.

**14.5 CPE Credits**

Program Level: Basic

Delivery Method: Group-Live

Advanced Preparation: None

Prerequisites: None



## SEMINAR SCHEDULE

<b>SESSION I</b>	<b>SESSION II</b>	<b>SESSION III</b>	<b>SESSION IV</b>	<b>SESSION V</b>	<b>SESSION VI</b>
San Juan, PR <b>January 25-26, 2010</b>	Los Angeles, CA <b>March 3-4, 2010</b>	New York, NY <b>April 14-15, 2010</b>	Boston, MA <b>May 5-6, 2010</b>	Kansas City, KS <b>May 19-20, 2010</b>	Denver, CO <b>June 16-17, 2010</b>
Conrad San Juan Condado Plaza  999 Ashford Ave.  San Juan, PR 00907  (888) 722-1274 <a href="http://www.condadoplaza.com">www.condadoplaza.com</a>	The Westin Bonaventure Hotel and Suites  404 South  Figueroa Street Los Angeles, CA 90071  (888) 627-8520 <a href="http://www.thewestin.com">www.thewestin.com</a>	Millennium Broadway Hotel New York 145 West 44 <sup>th</sup> Street New York, NY 10036  (800) 622-5569 <a href="http://www.millenniumhotels.com">www.millenniumhotels.com</a>	Fairmont Copley Plaza  138 St. James Avenue Boston, MA 02116  (866) 540-4417 <a href="http://www.fairmont.com">www.fairmont.com</a>	InterContinental Kansas City at the Plaza 401 Ward Parkway  Kansas City, Missouri 64112  (866) 856-9717 <a href="http://www.intercontinental.com/kansascity">www.intercontinental.com/kansascity</a>	Hotel Teatro  1100 14 <sup>th</sup> Street  Denver, CO 80202  (303) 228-1100 <a href="http://www.hotelteatro.com">www.hotelteatro.com</a>
Rate \$195 Plus tax Reservation Deadline: <b>January 14, 2010</b>	Rate \$99 Plus tax Reservation Deadline: <b>February 12, 2010</b>	Rate \$318 Plus tax Reservation Deadline: <b>March 23, 2010</b>	Rate \$231 Plus tax Reservation Deadline: <b>April 4, 2010</b>	Rate \$107 Plus tax Reservation Deadline: <b>April 19, 2010</b>	Rate \$158 Plus tax Reservation Deadline: <b>May 18, 2010</b>

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, 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. For more information regarding cancellation of your registration or complaint, please contact Janisha Richardson at 571.257.5090, ext. 224.

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 2010 FTA FINANCIAL MANAGEMENT OVERSIGHT SEMINAR

### REGISTRATION FORM

I would like to attend the following FY 2010 FTA FMO Seminar. Please reserve a seat in the following session (please check appropriate box):

\_\_\_ SESSION 1 San Juan, PR – January 25-26, 2010

\_\_\_ SESSION 2 Los Angeles, CA – March 3-4, 2010

\_\_\_ SESSION 3 New York, NY – April 14-15, 2010

\_\_\_ SESSION 4 Boston, MA – May 5-6, 2010

\_\_\_ SESSION 5 Kansas City, MO – May 19-20, 2010

\_\_\_ SESSION 6 Denver, CO - June 16-17, 2010

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

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

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

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

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

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

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

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

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

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.*