



# FY 2015 FTA FINANCIAL MANAGEMENT OVERSIGHT SEMINARS

## **BACKGROUND**

The Federal Transit Administration (FTA) provides stewardship of combined formula and discretionary programs totaling approximately \$8B 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 2 CFR Part 200 and 2 CFR Part 1201.

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, budget changes and grant amendments, cash management issues, indirect cost rate proposals, 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 2015 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**

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 special assignments. Mr. Reid is also a member of the FMO Contractor Work Group, which consists of senior level contractors that conduct research and provide analysis to the FTA on financial management oversight issues and procedures.

*Donna L. McCoy, CPA, President, McCoy Accounting and Consulting*

Ms. McCoy has over 24 years of experience in accounting and consulting including 20 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. Ms. McCoy is also a member of the FMO Contractor Work Group.

*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 18 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 E. 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 Cost Principles (Including updates for 2 CFR Part 200) 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 REGION IX**  
**FY 2015**

**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 | Financial Management Systems (FMS) Guidance |
| 10:45-11:45 am | FMO Process/FMS Controls                    |
| 11:45-12:45 pm | LUNCH                                       |
| 12:45-2:00pm   | FTA Circular 5010.1D                        |
| 2:00-2:15 pm   | BREAK                                       |
| 2:15-4:00 pm   | FTA Circular 5010.1D                        |
| 4:00 pm        | End of Day One                              |

**DAY 2**

|                 |  |
|-----------------|--|
| 8:00-8:30 am    | Participant Check-In                                   |
| 8:30-9:15 am    | OIG Presentation/Q&A (depending on OIG availability)   |
| 9:15-10:00 am   | Cost Principles (Including updates for 2 CFR part 200) |
| 10:00-10:15 am  | BREAK  |
| 10:15 -12:00 pm | Indirect Costs (Including updates for 2 CFR Part 200)  |
| 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**

San Francisco, CA

**August 13-14, 2015**

The Westin St. Francis San Francisco on

Union Square

335 Powell Street

San Francisco, CA 94102

(415) 774-0272

Rate \$219 single/double

Plus tax

Reservation

Deadline: **July 22, 2015**

### **REGISTRATION INFORMATION**

Registration is free of charge. To register for the 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.

Hotel rooms have been reserved for the 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 2015 FTA FINANCIAL MANAGEMENT OVERSIGHT SEMINAR**

***REGISTRATION FORM***  
**Region IX**

**The Westin St. Francis San Francisco  
On Union Square  
335 Powell Street  
San Francisco, CA 94102  
(800) 937-8461**

**July 22, 2015**

I will attend the Region IX FY 2015 Federal Transit Administration Financial Management Oversight Seminar. Please register me.

**The deadline to register for the workshop is Monday August 5, 2015.  
Cut-off date for hotel rooms at government rate is on Wednesday July 22, 2015.**

To register, carefully fill out the below areas of the registration form (review your entries carefully), save it to your computer as a file and submit it as an email attachment to:  
[fmoseminars@reidconsult.com](mailto:fmoseminars@reidconsult.com).

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

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

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

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

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

**Street Address (cont'd):** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Extension (if any):** \_\_\_\_\_

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

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

**Special Needs - Identify (mobile chair access, visual, hearing):** \_\_\_\_\_

**Important Notes:**

- *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.*



## HOTEL INFORMATION

**The Westin St. Francis San Francisco**  
**On Union Square**  
**335 Powell Street**  
**San Francisco, CA 94102**  
**(800) 937-8461**

Guest rooms are available for attendees of the Financial Management Oversight Seminar at the rate of \$219/night plus tax for single occupancy, provided reservations are made no later than **July 22, 2015**. The workshop is free of charge but participants are responsible for their own room and board. Parking with in and out privileges is available at \$58 plus tax per night if you are staying at the hotel. There are five public parking garages within a 6 block radius ranging from \$18-\$32 for a 24-hour period.

In order to reserve your hotel room at this rate, please call no later than **Wednesday, July 22, 2015** and clearly identify yourself as attending the ***FTA Financial Management Oversight Seminar***.

## DIRECTIONS

### From San Francisco Airport & San Jose:

101 North to the Bay Bridge, take the Fourth Street exit. Proceed ahead one block and make a left turn on Third Street. Continue on Third until you cross Market Street and immediately turn left onto Geary Street. Ahead three and one-half block on Geary to Powell Street, The Westin St. Francis carriage entrance is on your right off Geary.

Taxi estimated cost: \$55.00 USD (one way)

SuperShuttle estimated cost: \$17.00 USD (one way)

### From the Bay Bridge, East Bay & Sacramento:

Cross over the Bay Bridge, and take the Fremont Street exit. Take a left turn on Howard Street and proceed four blocks to Third Street and turn right. Continue on Third until you cross Market Street and immediately turn left onto Geary Street. Ahead three and one-half blocks on Geary to Powell Street, The Westin St. Francis carriage entrance is on your right off Geary.

### From the Golden Gate Bridge, Marin, Napa Valley, & Sausalito:

Cross over the Golden Gate Bridge, and take the Lombard Street exit. Proceed ahead to Van Ness Street and turn right. Continue on Van Ness to post Street and turn left. Go eight blocks to Powell Street and turn right. Take another right on Geary Street. The Westin St. Francis carriage entrance is on your right off Geary.

### Bay Area Rapid Transit (BART)

From San Francisco International Airport (SFO): The BART Station at SFO is located on Level 3 of the International Terminal. The station has two entrances, a "walk-in" entrance on Level 3 and another accessible from "AirTrain" the airport's unmanned shuttle train that connects various airport terminals. All domestic and international flights are a short walk (15 minutes or less) from the SFO BART station. This station is fully accessible to persons with disabilities. Take BART train to the Powell Street station. Walk 3 blocks up Powell St. and hotel is on left side.

Estimated cost: \$8.25 per person (one way)