



FY 2011 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 provide a description of the FMO review process, cover a review of sound internal control, compliance with OMB and FTA financial management regulations, federal financial reporting process, 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 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, 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); her roles have included service as Special Assistant to the Associate Administrator, and in the Office of Safety and Security. Ms. Jernigan's transportation and public service experience included service at the Federal Aviation Administration (FAA) and in the Office of the Senate Majority Leader.

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 whom 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)



SEMINAR SCHEDULE

SESSION I New Orleans, LA January 19-20, 2011	SESSION II Miami, FL February 16-17, 2011	SESSION III San Diego, CA March 16-17, 2011	SESSION IV Seattle, WA April 6-7, 2011	SESSION V Chicago, IL April 28-29, 2011	SESSION VI Virginia Beach, VA June 8-9, 2011
The Ritz Carlton	Hilton Miami Downtown	The Westin San Diego	W Seattle Hotel	Chicago Marriott Downtown	Wyndham VA Beach Oceanfront Hotel
921 Canal Street New Orleans, LA 70112	1601 Biscayne Boulevard Miami, FL 33132	400 West Broadway San Diego, CA 92101	1112 Fourth Avenue Seattle, WA 98101	540 North Michigan Avenue Chicago, IL 60611	5700 Atlantic Avenue Virginia Beach, VA 23451
(800) 826-8987 www.ritzcarlton.com	(505) 374-0000 (800) Hiltons http://www.hilton.com	(619) 239-4500 www.westin.com	(888) 627-8552 (877) WHOTELS www.starwoodhotels.com	(312) 836-0100 www.marriott.com	(757) 428-7025 www.wyndham.com
Rate \$191 Plus tax Reservation Deadline: December 29, 2010	Rate \$151 Plus tax Reservation Deadline: January 16, 2011	Rate \$131 Plus tax Reservation Deadline: February 13, 2011	Rate \$139 Plus tax Reservation Deadline: March 18, 2011	Rate \$161 Plus tax Reservation Deadline: April 6, 2011	Rate \$129 Plus tax Reservation Deadline: May 8, 2011

Registration is free of charge. To register for a seminar, complete the attached registration form and submit via email to 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 2011 FTA FINANCIAL MANAGEMENT OVERSIGHT SEMINAR

REGISTRATION FORM

I would like to attend the following FY 2011 FTA FMO Seminar. Please reserve a seat in the following session (please check appropriate box):

___ SESSION 1 New Orleans, LA – January 19-20, 2011

___ SESSION 2 Miami, FL – February 16-17, 2011

___ SESSION 3 San Diego, CA – March 16-17, 2011

___ SESSION 4 Seattle, WA – April 6-7, 2011

___ SESSION 5 Chicago, IL – April 28-29, 2011

___ SESSION 6 Virginia Beach, VA – June 8-9, 2011

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*
- *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.*