



FINANCIAL MANAGEMENT

DATE/TIME: May 14 - 16, 2024 • 9:00 - 4:00
SITE: Webinar
AGENDA: Day 1: May 14 - LIPH Financial Management
Day 2: May 15 - Combined LIPH & HCV Financial Management
Day 3: May 16 - HCV Financial Management

REGISTER THE FOLLOWING:

PHA: _____

	# of Registrants		Cost		Total
LIPH Financial Management (May 14 - 15)	_____	x	\$550	=	_____
Combined Financial Management (May 14 - 16)	_____	x	\$750	=	_____
HCV Financial Management (May 15 - 16)	_____	x	\$550	=	_____
			Total Enclosed:		_____

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AGENDA

TRACK ONE: 100.3 Financial Management: Low Income Public Housing, May 14th and 15th

This 2 day course covers all the essentials of public housing funds management including a review of operating and capital funds, asset management and project-based accounting, cost allocation, financial statements, FDS, PHAS and budgeting. Core class for Public Housing Administrator certification program. Topics include:

- Background of a PHA
- Review of PHA-managed funds, including Operating and Capital funds
- Updates For Asset Management & Project Based Accounting
- Cost Allocation Basics
- Operating Fund Calculation and Appeals
- Reading and Understanding Financial Statements
 - Types of revenues
 - Types of expenses
- Budgeting Best Practices for Public Housing
- Budgeting for the Capital Fund
- Financial Data Schedule (FDS) Overview and Preparation
- Excess Cash Calculation
- PHAS Updates
- Your Audit Report
- Reserves

TRACK TWO: 100.4 Financial Management: Housing Choice Voucher Program, May 15th and 16th

This 2 day course will address accounting and financial management of the Housing Choice Voucher (HCV) program. Core class for Housing Choice Voucher Administrator certification program. Topics will include:

- Revenues Available under the HCV Program
 - Housing Assistance Payments
 - Administrative Fees
- Implementing HCV Cash Management Requirements
- Family Self Sufficiency (FSS) Program Overview
- Portability
- Budgeting and Monitoring the Section 8 Program
- Understanding and Tracking Section 8 Reserves
 - Restricted Net Position (RNP)
 - Unrestricted Net Position (UNP)
 - “HUD-held” Reserves
- Voucher Management System Reporting Updates
- Reading and Understanding HCV Financial Statements

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AGENDA CONTINUED

Learning Objectives:

- Review 3 basic program requirements of the Family Self Sufficiency Program and Portability
- Discuss HCV reserves and recognize where they will be held according to HUD's Cash Management Requirements
- Analyze a simple methodology to account and report HCV Administrative Fees, Restricted Net Position and HUD-held reserves

Day 1: LIPH Only

Module 1: Introduction to Public Housing Accounting

- Overview of LIPH accounting transactions
- Eligible uses of operating reserves
- Measuring reserve levels
- Cost Allocation
- Project based accounting and the COCC
- Fee-for-service
- Asset Management & Project Based Accounting
- Review questions

Module 2: Introduction to PHAS

- An overview of the PHAS Indicators and sub-indicators
- PASS
- FASS
- MASS
- CFP indicator
- How to calculate indicator and sub-indicators scores
- How to calculate composite scores
- How to appeal a PHAS score
- Review questions

Module 3: Introduction to the Capital Fund (CFP) Grant

- Background of the CFP grant
- Capital Fund specific transactions for each Budget Line Item (BLI)
- Eligible costs and ineligible costs
- Comparing CFP fund revenue to expenses
- Tracking obligations and expenditures deadlines
- The "Treasury Rule"
- The EPIC reporting systems

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AGENDA CONTINUED

- Review questions

Day 2 LIPH and HCV (Combined)

Module 4: Internal Controls, Budgeting & Cost Allocation

- Indirect Costs vs. Direct Costs
- Allowable Costs
- Reasonableness of a Cost
- How to Prepare a Budget for LIPH
- How to Prepare a Budget for HCV

Module 5: Financial Reporting

- What is the Difference between LIPH and HCV?
- Internal Reporting & External Reporting
- How to Read a Budget vs. Actual Statement
- Other Financial Reports

Module 5: The Financial Data Schedule (FDS)

- Background of FDS
- Submission due dates
- Creating an FDS
- Component Units & Business Activity
- Differences between the un-audited FDS and audited FDS
- Various options and categories of Asset Management
- Review questions

Day 3 HCV Only

Module 7: Background to HCV Accounting

- Common acronyms and definitions
- Calendar of due dates
- Overview of HCV accounting transactions
- Uses of Program reserves, RNP and UNP
- Pre 2004 / post 2003 Admin fee reserves
- Cash management
- Fee for Service and cost allocation
- Sources of revenues for HAP
- Utilizing reserves

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AGENDA CONTINUED

- Estimating admin fee revenues
- Review questions

Module 8: VMS

- Basics of the Voucher Management Subsystem (VMS)
- VMS deadlines
- Purpose of the VMS
- Various voucher categories and reporting
- Business rules of VMS
- Review questions

Module 9: HCV Monitoring (HUD's Two Year Tool)

- Two Year Tool
- HCV Cash Management
- Tracking leasing utilization
- Tracking HAP funding utilization
- Determining HAP Funds available for HAP costs
- PUC and estimating UML available for the year
- Review questions

***Agenda Subject To Change**

TRAINER

BRIAN ALTEN, CPA, is with BDO PHA Finance, a division of BDO USA, LLP. Brian has worked in PHA finance for over 20 years. His specialties include Low Income Public Housing (LIPH), Housing Choice Voucher (HCV), Project Based, Moderate Rehabilitation (Mod Rehab) and New Construction Section 8; the Capital Fund Program (CFP), HOPE VI and various other programs and grants such as ROSS and Rural Development. He has helped Housing Authorities maximize both Operating Subsidy and their financial ratio scores.