

ONAP TRAINING

Basic Financial Management



VIRTUAL TRAINING AGENDA

June 13-14, 2023 | 9:00 am – 4:00 pm Pacific Time

DAY 1: JUNE 13, 2023

9:00 a.m. - 4:00 p.m.

SECTION I: Introduction, Purpose, Objective, Introduction

- Introduce trainer and the purpose of the training; participants to introduce themselves and provide a brief background of their housing programs.
- Provide a brief discussion on highlights of the materials that will be covered over the two days of training.
- Provide a brief introduction to the 2 CFR Part 200 (“Uniform Guidance”) and how it applies to what you do.

12:00 pm – 1:15 pm
Lunch Break

SECTION II: Standards for Financial Management Systems

- Discuss what a financial management system is, benefits, importance, and components and standards of an effective financial management system.

SECTION III: Overview of the NAHASDA IHBG Funds

- Cover the Indian Housing Block Grant (“IHBG”) award process, the important timelines for submission of the Indian Housing Plan (“IHP”), and the documents to execute the grant agreements with HUD.

SECTION IV: Allowable Costs

- We will review direct costs, allocable costs and applicable credits. We will discuss allocable costs and indirect cost expenses and costs allowable to be charged to the NAHASDA program to ensure they meet the eligibility requirements of NAHASDA and meet the allowability for expenditures of federal funds as outlined in the Uniform Guidance.
- **EXERCISES:** Allowable and Unallowable costs & Direct and Indirect costs

SECTION V: Budgeting

- Discuss the importance of having a budget, the budget process, how to set up the budget in your accounting system (using QuickBooks, as an example) and create the desired financial budget to actual report for the NAHASDA activities.
- Review a sample IHP/APR Form HUD-52737 to track how the IHP budget approved activities are set up in your accounting system.
- Budget to Actual exercise

VIRTUAL TRAINING AGENDA *(continued)*

SECTION VI: Accessing IHBG Funds

- Discuss HUD's requirement for drawing funds from eLOCCS, how to access the funds from eLOCCS and account and manage for the funds when received as a draw down to pay/reimburse expenses and accounting for advance payments from eLOCCS.
- **EXERCISE:** Review sample written procedures as required under 2 CFR Part 200.

SECTION VII: Basics of Governmental Accounting

- Cover the terminologies used in governmental fund accounting and what they mean, review the different basis of accounting and the measurement focus, and the types of financial statements your accounting system should be able to generate, and each financial statement's purpose.

SECTION VIII: Accounting for IHBG Fund

- Present key accounting terms commonly used basic financial statements, what they mean, and what they look like; the chart of accounts and how to use your accounting system track activities of the IHBG.

Summarize Key Points, Q&A, and Wrap-Up

DAY 2: JUNE 14, 2023

9:00 a.m. - 4:00 p.m.

12:00 pm – 1:15 pm
Lunch Break

Q&A from Day 1

- Review the schedule for Day 2 and will also address any open questions or concerns raised from Day 1.

SECTION VIII: Accounting for IHBG Fund, CONT'D FROM DAY 1

- Discuss common accounting terminologies, common working financial reports, journal entries and their purpose, overview of regularly used accruals and their treatment, recording a capital asset.
- **EXERCISE:** Journal entries

SECTION IX: Accounting Systems and Internal Controls

- Discuss a typical accounting flowchart to highlight the importance of internal controls that must be implemented to safeguard the integrity of the data in the accounting system, the importance of internal controls, and implement internal controls such as division of duties, including payroll and written policies and procedures for handling of cash receipts and disbursements.
- Credit card management and internal controls; Payroll and payroll liabilities, including accounting for workers compensation; Capital assets and the Fixed Asset Schedule.

VIRTUAL TRAINING AGENDA *(continued)*

SECTION X: Program Income

- General discussion on program income: what is it, how to account for program income, and where to report it on SF 425 and the APR; use of program income.

SECTION XIII: Reporting and Monitoring

- Overview of the SF-425 report and the APR report and their link to the financial statements. We will also discuss the tribe's responsibility for conducting annual self-monitoring.

SECTION XIV: Record Keeping and Retention

- Overview of the importance of recordkeeping and retention of records, and its emphasis in the Uniform Guidance.

Summarize Key Points, Q&A, and Review of Resources

Please Note: Times and topics, as specified on the agenda, are approximate and may vary depending on the pace of the class.