

# ONAP TRAINING

## Intermediate Financial Management



# TRAINING AGENDA

November 13-15, 2024 | Oklahoma City, OK | 8:30 am – 4:00 pm

*There will be breaks throughout the training.*

## DAY 1: NOVEMBER 13, 2024

8:30 am – 4:00 pm

### **SECTION 1: Introduction, Purpose, Objective**

- 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.

### **SECTION 2: The IHBG Formula Allocation and Budgeting**

- Overview of the components of the IHBG Formula.
- The Formula Response Form and its purpose.
- Budget Tribal needs with Indian Housing Plan (IHP).

### **SECTION 3: Basics of Governmental Accounting**

- Introduction to governmental accounting regulations and standards, key terminologies, accounting and financial reporting for Governmental Funds and Proprietary Funds and financial reporting requirements.
- Sample accounting entries for select activities for Governmental Funds versus Proprietary Funds

## LUNCH ON YOUR OWN (1 HOUR)

### **SECTION 4: New GASB Implementation**

- Discuss GASB 87: accounting for leases, and GASB 96: accounting for SBITA (Subscription Based Information Technology Arrangements)

### **SECTION 5: Program Income**

- Explain what is and what is NOT Program Income under NAHASDA.
- Calculating Program Income from 1937 Housing act rental units and the Mutual Help Program.
- Reporting requirements for Program Income.

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## TRAINING AGENDA *(continued)*

### DAY 2: NOVEMBER 14, 2024

8:30 am – 4:00 pm

#### **SECTION 6: Accounting for Mutual Help Homeownership Program**

- Discuss the components of Mutual Help payments and purpose, and accounting for payments.

#### **SECTION 7: Investing IHBG Funds**

- Discussion on Tribe/TDHE eligibility to invest IHBG grant funds and administrative accounting, and reporting requirements of IHBG invested funds.

#### **SECTION 8: Borrowing Using HUD Title VI Loan Guarantee Program**

- What is Title VI Programs, benefits and eligible projects.
- Process for participating in the Title VI Program

#### **SECTION 9: Self-Monitoring and HUD Monitoring**

- Discuss the regulatory requirements and process for self-monitoring and HUD monitoring, including reporting requirements. Discuss Self-Monitoring Mutual Agreement (SMMA) requirements and benefits.

### LUNCH ON YOUR OWN (1 HOUR)

#### **SECTION 10: Financial Statements**

- Discuss governmental reporting and components of a basic financial statement for a governmental entity.
- Highlight the differences in reporting requirements for a Tribe/TDHE using either the Governmental versus the Proprietary Fund accounting.

#### **SECTION 11: Financial Management Reports**

- Ideas for reporting accounting financial statements that are relevant and easy to understand for the targeted audience.

### DAY 3: NOVEMBER 15, 2024

8:30 am – 1:00 pm

## **PART II: SINGLE AUDIT REQUIREMENTS AND PREPARATION**

#### **SECTION 1: Introductions, Purpose, and Requirements**

- Discuss what is an audit, specifically, a Single Audit, and regulations governing Single audit under 2 CFR 200 and the NAHASDA regulations.

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## TRAINING AGENDA *(continued)*

### **SECTION 2: Auditee Responsibilities**

In preparation for the audit, discuss auditee's responsibilities for:

- Procuring audit services using the Request for Proposal (RFP) and what to include in the RFP and the process for evaluating the RFP.
- Review the Engagement Letter and sign it.
- Review the Auditor's List of items requested for the audit - "PBC" List or "Prepared by Client" List.
- Review and prepare audit schedules.

### **SECTION 3: Single Audit Process**

- Discuss Auditor's responsibilities for the Single Audit.
- Discuss and review the components of the Schedule of Expenditures of Federal Awards (SEFA).
- Discuss auditor's reliance on the SEFA for determining major programs to perform program compliance.
- Discuss the auditor's process as required in 2 CFR Part 200 for selecting major programs.

### **SECTION 4: Grant Compliance of Major Programs**

- As part of getting ready for the audit, review the annual Compliance Supplement for the IHBG Program to understand what auditors will focus their compliance audit of the NAHASDA Program.
- Review the components that auditors will be reviewing and know what they are before the audit.
- Review and navigate the Federal Audit Clearinghouse where Single Audits must be filed.
- Management Decision and time requirements of federal awarding agency if there are findings.

### **LUNCH ON YOUR OWN (1 HOUR)**

### **SECTION 5: Responsibilities on Reporting of Findings and Corrective Actions and Resolution**

- Discuss Auditee's responsibilities for corrective actions on audit findings for both compliance and financial statement audit.
- Responsibilities for preparing schedule of prior audit findings and resolutions of findings and questioned costs.

### **SECTION 6: Auditor Report and Opinion & Submissions to the Federal Audit Clearinghouse website**

- At the completion of the audit, the auditor renders an opinion.
- Review the different types of opinions and findings that trigger the types of opinions issued by the auditor.

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