



ED 101 | Financial Management – Live Webinar Courses

In addition to the courses offered under the PH and HCV Financial Management tracks, individuals who are fairly new to HUD programs may also find the ED 101 courses helpful. The ED 101 courses are targeted to Executive Directors with less than 3 years of experience in the ED position and Public Housing or HCV supervisors interested in advancing to an Executive Director position.

Who Should Attend? The training is most beneficial to housing authority supervisory / program staff, accounting and financial management staff, and independent auditors wanting to understand HUD’s program rules, financial and accounting requirements for the Public Housing and / or HCV programs.

have a basic knowledge of the PH and / or HCV programs.

CPE Credit: Each registered participant is eligible to receive CPE credit; 1 hour = 1 CPE credit. CPE credit is provided by [AHACPA](#).

Program Knowledge Level / Prerequisites: Courses are updated for content. You should

Note: Courses can be taken out of sequence.

#	Schedule (Duration)	Cost	Topic/Description
◆ All courses start at 1pm Eastern time and are 2 to 3 hours in length			
1	Thurs, June 9, 2022 (3 hours)	\$179	<p>(ED 101) PH & HCV: Eligible & Ineligible Uses of Funds</p> <p>This session provides information on the activities that are allowed to be charged against the Operating Fund, Capital Fund, and Housing Choice Voucher programs and discusses overall eligible costs, including cost allocation guidelines as determined by OMB.</p> <p>* This webinar is focused on the eligible uses of funds for HUD’s major PH and HCV programs. The eligible and ineligible uses of funds are also addressed in the respective program-specific webinars.</p>

#	Schedule (Duration)	Cost	Topic/Description
2	Thurs, June 23, 2022 (3 hours)	\$179	<p>(ED 101) Understanding Financial Statements</p> <p>This session provides an overview of the basic terminology used in discussing financial statements and covers the following topics:</p> <ul style="list-style-type: none"> ▪ Financial reporting framework used by PHAs to account during the year (i.e., cash vs. GAAP-based transactions) ▪ Monthly financial statements provided by fee accountant or finance and how these financial statements differ from year-end financial statements ▪ Types of reports a PHA should have available on a monthly basis (including those reports that a fee accountant typically would provide) ▪ Use of financial statements for monitoring. <p>Review of the various reports and schedules that an auditor will prepare as part of an audit.</p>
3	Tues, July 19, 2022 (2 hours)	\$129	<p>Operating Budgets</p> <p>HUD requires PHAs to prepare an Operating Budget for the Public Housing program. While not required, agencies should prepare operating budgets for all programs administered by the PHA (e.g., Housing Choice Voucher, COCC, Rural Development, etc.) In this session, we will discuss:</p> <ul style="list-style-type: none"> ▪ Purpose and HUD's requirements for the Public Housing Operating Budget ▪ Steps in preparing an Operating Budget ▪ Effective budgeting techniques, including documenting assumptions and initiatives <p>Relationship between the Operating and Capital Fund budgets</p>
4	Thurs, September 22, 2022 (2 hours)	\$129	<p>(ED 101) Board Meetings & Open Meetings Act (OMA)</p> <p>Board meetings are an essential part of PHA operations and each state has an approved Open Meetings Act (OMA) that agencies are required to follow. This session discusses the Board's role and how to prepare for and conduct a Board meeting. The following topics will be covered in this session:</p> <ul style="list-style-type: none"> ▪ Items to include in PHA bylaws, including conflict of interest policy ▪ Requirements of the Open Meetings Act, how often to have board meetings and what should be discussed at Board meetings ▪ Items to include in the monthly board package and example monitoring reports

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5	Thurs, October 27, 2022 (3 hours)	\$179	<p>(ED 101) HUD Reporting Systems</p> <p>PHAs that administer the Public Housing and Housing Choice Voucher program must be familiar with several HUD systems. This session provides information on the purpose of the following systems, PHA responsibilities, and the general reporting deadlines.</p> <ul style="list-style-type: none"> ▪ Inventory Management System PIH Information Center (IMS/PIC) Modules ▪ Enterprise Income Verification (EIV) ▪ EPIC System – Capital Fund Program* ▪ Operating Fund Portal – PH Operating Fund* ▪ Voucher Management System – HCV Program* ▪ Line of Credit Control System (eLOCCS) <p>* The following systems: <i>EPIC, Operating Fund Portal, and VMS</i> are covered in this session and also are covered in greater detail in the respective program-specific webinars.</p>

AH Forward was formed in 2019 and combines the expertise of three partner-firms: the **Affordable Housing Association of Certified Public Accountants (AHACPA)**, **Phineas Consulting LLC**, and **Urlaub & Co, PLLC**. The firms and partners have more than 30 years of experience in providing consulting support to HUD, public housing agencies, and multifamily owners. Information on AH Forward and the firm's service offerings are available at www.ahforward.com