



Urlaub & Co., PLLC  
CERTIFIED PUBLIC ACCOUNTANT

# Accounting & Software Seminars

Presented by  
Urlaub & Co., PLLC  
July 27<sup>th</sup>-July 28<sup>th</sup>, 2010

***HSS Training Seminar (Day One)-\$200***

*Accounting Conference for Fee Accounting Clients (Day Two)-\$100*

*Accounting Conference for Non-Fee Accounting Clients (Day Two)-\$150*

**Oklahoma City, Oklahoma**  
Clarion Convention Center  
737 South Meridian

## Conference Agenda

Day One – Housing Software System

8:30am - 9:00am	New Software Updates
9:00am -10:15am	Low Rent
10:30am -11:45am	PIC Training
11:45am -1:00pm	<i>Lunch on your own</i>
1:00pm - 2:30pm	MASS & Waiting List
2:30pm - 3:00pm	Payroll Module
3:15pm - 3:45pm	Technology Update Discussion
3:45pm - 4:45pm	Section 8

## Day Two – Accounting Conference

8:15 am – 10:00am **General Session**

Room 1: HUD UPDATE Including a Review of the Preservation, Enhancement, and Transformation of Rental Assistance Act of 2010 (PETRA)

10:20 am-11:45 am **Concurrent Sessions** (select one):

Room 1: Developing Policies to Protect PHA Assets  
Room 2: Preparing for an IRS Review

11:45am – 1:00 pm **Lunch on your Own**

1:00 pm –2:30 pm **Concurrent Sessions** (select one)

Room 1: Understanding the Operating Budget and Change to Funding Calculation  
Room 2: Section 8 Session- Understanding the 2010 Funding Requirements

2:45 pm- 3:45 pm **Concurrent Sessions** (select one)

Room 1: Review of the Financial Reporting Requirements- Low Rent  
Room 2: Section 8 Session- VMS Reporting

3:55 pm- 4:55 pm **Concurrent Sessions** (select one)

Room 1: Capital Fund Requirements/Accounting  
Room 2: Section 8 Session-Review of the Financial Statements

**If you are interested in attending this course, please register online and submit the payment to the following address:**

**Urlaub & Co., PLLC**

**P.O. Box 2663**

**Ada, OK 74821**

**(580) 332-4802**

**fax (580) 436-0344**

**Seating is limited, so reserve your spot by registering as quickly as possible.**

# Accounting Seminar Course Overview

## ➤ HUD Update

- A discussion of the proposed Preservation, Enhancement, and Transformation of Rental Assistance Act of 2010 (PETRA)
  - How will the funding be provided?
  - What happens to the CFP Program?
  - Is it mandatory?
- Possible HUD changes on the horizon

## ➤ Developing Policies to Protect PHA Assets

- Geared to New Executive Directors
- A Review of policies that affect equipment
  - Capitalization Policy
  - Disposition Policy
- A review of policies and HUD requirements that affect cash and investments
  - Cash & investment policy

## ➤ Preparing for an IRS Review

- Learn about the IRS initiative to review government agencies including PHAs
- A discussion on the items that the IRS will be reviewing including determining whether certain benefits should be calculated as taxable (travel, cell phone, uniforms, etc.)

## ➤ Preparation of the Operating Budget

- How does the change in the funding formula affect my subsidy levels.
- Why did our operating subsidy go down when HUD is funding us at 100%?
- Staying on Track with your Operating Budget?
- HUD funding, how can a PHA maximize its funding?

➤ **Section 8 Session –Understanding the 2010 Funding Requirements**

- How are Administrative Fees being funded?
- How many units can my PHA lease?

➤ **Review of the Financial Reporting Requirements – Low Rent**

- Review of the monthly accounting statements – What are the financial statements telling you?
- Understanding the reporting REAC system as it relates to the Financial Data Schedule.

➤ **Section 8 Session –VMS Reporting**

- What are the new fields required by HUD and how are the amounts calculated?
- Preparing for a VMS review

➤ **Capital Fund Requirements**

- What is allowed and disallowed costs under the Capital Fund Program?
- How does the accounting reports, annual plan process, and ELOCCS relate to each other?
- Review of the most common mistakes made by a PHA related to the CFP Program

➤ **Section 8 Session – Review of the Financial Statements**

- Review of the monthly accounting statements – What are the statements telling you?
- Review and update on the new REAC financial reporting process including the scoring system.
- Obtain an understanding of how to complete the GAAP accounting worksheets.

## **Hotel Accommodations:**

These two hotels are located next to the convention center and are within easy walking distance.

Hilton Garden Inn – OKC Airport  
801 S. Meridian  
Oklahoma City, OK 73108  
(405) 942-1400

Rate: \$139.00-\$169.00

Clarion-Meridian Hotel  
737 S. Meridian  
Oklahoma City, OK 73108  
(405) 942-8511

Rate: \$69.00

*Other nearby hotels within driving distance include:*

Hampton Inn Airport  
1905 S. Meridian  
Oklahoma City, OK 73108  
(405) 682-2080

Rate: \$119.00 - \$149.00

Holiday Inn Express  
4400 Highland Blvd.  
Oklahoma City, OK 73108  
(405) 948-3366

Rate: \$130.00