FY 2009 FINANCIAL MANAGEMENT OVERSIGHT SEMINAR  
March 24-25, 2009  
Atlanta, GA

Dear Grantee:

The Federal Transit Administration (FTA) will be holding a Financial Management Oversight (FMO) workshop to provide you and other FTA grantees with up-to-date information to assure grantee compliance with grant and statutory requirements.

The workshop is conducted by transit professionals who are reviewers for the FTA’s Financial Management Oversight Program. The instructors will provide guidance, answer questions about how to respond to specific areas, and share industry best practices. You are also provided a workbook and other related materials at the workshop. A workshop is scheduled on March 24-25, 2009 at:

W Atlanta Buckhead Hotel  
3377 Peachtree Road, NE  
Atlanta, GA 30326  
Toll Free: (888) 627-7063  
Telephone: (678) 500-3132  
Fax: (678) 500-3105

I hope you will take advantage of this wonderful training opportunity. To register for the workshop, please complete the enclosed registration form, one per participant, and submit via email at fmoseminars@reidconsult.com or facsimile to the attention of Janisha Richardson, FAX Number (703) 558-0133. An email confirmation will be sent to you upon acceptance into the workshop.
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Re: FY 2009 Financial Management Oversight Seminar

We have also included a brief overview and agenda on the FMO workshop. Due to space limitations, two registrants per agency will be accepted, up to a maximum of 40 attendees per workshop. Additional registrations will be accepted on a waiting list/space-available basis. If you have any further questions, please contact Ms. Derethia Johnson at (404) 865-5627.

Sincerely,

[Signature]
Yvette G. Taylor, Ph. D.
Regional Administrator

Enclosure
FY 2009 FTA FINANCIAL MANAGEMENT OVERSIGHT SEMINAR

BACKGROUND

The Federal Transit Administration (FTA) is responsible for administering billions of dollars of financial assistance to the transit industry each year. As part of its oversight responsibilities, the FTA through its Financial Management Oversight (FMO) program conducts several financial reviews to assure grantee compliance with grant and statutory requirements. The FTA sponsors a series of seminars to prepare grantees for FMO reviews and to enhance and refine their financial management systems to meet the standards established by the Common Rule. The seminars will begin with introductory remarks by key FTA personnel and training instructors, followed by a description of the FMO review process. The instructors will also cover a review of sound Internal Control and Disaster Recovery Planning concepts and will provide the participants with exercises and case studies patterned after actual FMO reviews.

The seminar will also address particular areas of financial management concern, including the financial status reporting process, budget changes and grant amendments, cash management issues, and cost allocation plans.

The seminar format provides for individual questions throughout the sessions with additional time after sessions to consult with trainers. FTA will provide a workbook and other related materials at each seminar.

WHO SHOULD ATTEND

Financial Management Oversight Seminars are designed for grantees responsible for the financial management of FTA grant funds. This would include CFO’s, CEO’s, Accountants and individuals responsible for planning, managing transit service or compliance programs. Transit agencies that are scheduled for a Financial Management Review during Fiscal Year 2009 are especially encouraged to attend this seminar. The seminar will ensure that your organization is aware of new FTA requirements and assist you in preparing for a future review.

Due to space limitations, two registrants per agency will be accepted, up to a maximum of 40 attendees per seminar. Additional registrations will be accepted on a waiting list/space-available basis. Please contact Janisha Richardson at (703) 351-5056 with any questions.

SEMINAR LEADERS

Transit professionals who are reviewers for the FTA’s Financial Management Oversight Program will conduct the Financial Management Oversight Seminars. The instructors will provide guidance, answer questions about how to respond to specific areas, and share industry best practices. Staff from the FTA will attend the seminar to answer questions about your upcoming Financial Management Review, assist you in any area related to your FTA grant program, and refer you to printed guidelines or other resources should you require additional information.
SPEAKERS

Welcome by the Regional Administrator or a representative from the Regional Office

*Linda Barnes – Federal Transit Administration (FTA) – Financial Management Oversight Program*

Ms. Barnes works for the FTA’s Office of Oversight in Washington, DC. Her responsibilities include all financial management oversight and grantee oversight assessment program functions. Ms. Barnes has over 10 years experience working in the area of oversight.

INSTRUCTORS

*James W. Reid, CPA, MBA, Managing Director, Reid Consulting, LLC*

Mr. Reid founded Reid Consulting, LLC in 2001. In 2007 the firm (teaming with Milligan and Company) was selected as a prime contractor under the contract that includes delivery of the FMO Seminars. During the past two years, Mr. Reid has served as Engagement Partner on the Reid/Milligan team that has conducted FMO Seminars, FMO full-scope reviews, cost allocation reviews, and financial capacity assessments. James has also served the US Department of the Treasury as an instructor for governmental accounting classes; and the Department of Health and Human Services as a member of the Fiscal Improvements Work Group.

*John Milligan, CPA, Managing Principal, Milligan & Company, LLC*

Mr. Milligan started his accounting firm in 1985. Prior to this, he worked over nine years at PricewaterhouseCoopers, an international accounting firm. Mr. Milligan has served as project manager for numerous Financial Management Oversight (FMO) reviews since 1991. Several of these reviews have included the nation’s largest transit operators. Mr. Milligan performed various special reviews for the FTA over the past several years, including financial capacity reviews. He has lectured on the FMO process and on third party contracting requirements of 4220.1E. Mr. Milligan has also been involved with triennial reviews.

*Donna McCoy, CPA, Senior Manager, Milligan & Company, LLC*

Ms. McCoy has over 10 years of diversified public accounting experience. Prior to joining Milligan & Co., LLC, she worked at PriceWaterhouseCoopers for three years. Ms. McCoy has served as manager for over 40 FMO reviews. Ms. McCoy has also performed specialized reviews for FTA.
SEMINAR SCHEDULE

SESSION I
Ft. Worth, TX
January 27-28, 2009
Embassy Suites Downtown
600 Commerce
Ft. Worth, TX
76102
(817) 332-6900
Rate $149
Plus tax Reservation Deadline: January 2, 2009

SESSION II
Phoenix, AZ
February 3-4, 2009
Phoenix Marriott Mesa
200 N. Centennial Way
Mesa, AZ
85201
(888) 236-2427
(480) 898-8300
Rate $ 160
Plus tax Reservation Deadline: January 5, 2009

SESSION III
Atlanta, GA
March 24-25, 2009
W Atlanta Buckhead
3377 Peachtree Road NE
Atlanta, GA
30326
(800) 627-7063
(678) 500-3123
Rate $ 141
Plus tax Reservation Deadline: March 2, 2009

SESSION IV
Portland, OR
April 21-22, 2009
Avalon Hotel and Spa
0455 SW Hamilton Court
Portland, OR
97239
(503) 802-5800
Rate $ 116
Plus tax Reservation Deadline: April 21, 2009

SESSION V
Philadelphia, PA
May 13-14, 2009
Radisson Plaza Warwick Hotel
1701 Locust St.
Philadelphia, PA
19103
(800) 333-3333
Rate $ 155
Plus tax Reservation Deadline: April 13, 2009

SESSION VI
Chicago, IL
June 18-19, 2009
The Allerton Hotel
701 North Michigan Ave.
Chicago, IL
60611
(877) 701-8111
(312) 440-1500
Rate $ 185
Plus tax Reservation Deadline: May 18, 2009

To register for a seminar, complete the attached registration form and submit via email at fmoseminars@reidconsult.com or facsimile to the attention of Janisha Richardson, FAX# (703) 558-0133. Please submit a separate registration form for each participant. Upon acceptance into the seminar, an email confirmation will be sent to you confirming your acceptance in the seminar. If you do not receive a confirmation email, please contact Janisha Richardson at (703) 351-5056. Do not assume that your registration is confirmed until you receive your confirmation email. This is not a walk-in seminar and space for each seminar is limited. Reservations will be accepted on a first-come, first-serve basis. Attendance is limited to two individuals per agency in order to accommodate as many agencies as possible. Maximum number of participants is 40.

Hotel rooms have been established for each seminar offered at the specified government per diem rate. The hotel accommodations are for confirmed seminar attendees only. Each confirmed attendee is responsible for making their hotel reservation. Please do not make a hotel reservation until you receive a confirmation email. To receive the government per diem rate confirmed participants should acknowledge their attendance at the FTA FMO Seminar upon registering.
FY 2009 FTA FINANCIAL MANAGEMENT OVERSIGHT SEMINAR

REGISTRATION FORM

I would like to attend the following FY 2009 FTA FMO Seminar. Please reserve a seat in the following session (please check appropriate box):

___ SESSION 1 Forth Worth, TX – January 27-28, 2009
___ SESSION 2 Phoenix, AZ – February 3-4, 2009
___ SESSION 3 Atlanta, GA – March 24-25, 2009
___ SESSION 4 Portland, OR – April 21-22, 2009
___ SESSION 5 Philadelphia, PA – May 13-14, 2009
___ SESSION 6 Chicago, IL - June 18-19, 2009

Please print your information, and submit one form per applicant.

Name: ________________________________________________________________
Title: ___________________________________________________________________
Agency: __________________________________________________________________
Street Address: __________________________________________________________________
City/State/Zip: __________________________________________________________________
Phone No: ___________________________________________________________________
Fax No: ___________________________________________________________________
E-mail: ___________________________________________________________________
Special Needs (mobile chair access, visual, hearing and etc.): ________________

Important Notes:

- **This is an automated registration form so please fill it out and review your entries carefully. After completing the form, save the document to your computer, and then return it as an email attachment to:** fmoseminars@reidconsult.com

- **If you have any difficulty returning the form by email, please print and submit by fax to Janisha Richardson at: (703) 558-0133. Also, indicate whether the registration confirmation should be faxed instead of emailed.**