U.S. Department
of Transportation
**Federal Transit
Administration**

REGION IV
Alabama, Florida, Georgia,
Kentucky, Mississippi,
North Carolina, Puerto
Rico, South Carolina,
Tennessee, Virgin Islands

230 Peachtree St., N.W.,
Suite 800
Atlanta, GA 30303
404-865-5600
404-865-5605 (fax)

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 statuary 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.

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,

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 statuary 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	**SESSION II**	**SESSION III**	**SESSION IV**	**SESSION V**	**SESSION VI**
Ft. Worth, TX **January 27-28, 2009**	Phoenix, AZ **February 3-4, 2009**	Atlanta, GA **March 24-25, 2009**	Portland, OR **April 21-22, 2009**	Philadelphia, PA **May 13-14, 2009**	Chicago, IL **June 18-19, 2009**
Embassy Suites Downtown 600 Commerce Ft. Worth, TX 76102 (817) 332-6900 Rate $149 Plus tax Reservation Deadline: **January 2, 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**	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**	Avalon Hotel and Spa 0455 SW Hamilton Court Portland, OR 97239 (503) 802-5800 Rate $ 116 Plus tax Reservation Deadline: **April 21, 2009**	Radisson Plaza Warwick Hotel 1701 Locust St. Philadelphia, PA 19103 (800) 333-3333 Rate $ 155 Plus tax Reservation Deadline: **April 13, 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 send to you confirming your acceptance in the seminar. If you do not receive a confirmation email, please contract 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. Pease 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.***