

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

April 27, 2006

TO: BOARD OF DIRECTORS
THRU: ^J Larry Rubio, Chief Executive Officer
FROM: ^{CF} Craig Fajnor, Chief Financial Officer
SUBJECT: Authorization to change location for Travel to Attend the Federal Transit Administration (FTA) Financial Management Oversight Seminar in Kansas City, Missouri, June 7-8, 2006

Summary: At the February 23, 2006, Board meeting, authorization was given for staff travel to attend the FTA Financial Management Oversight Seminar in Atlanta, Georgia from May 3-4, 2006. Two (2) staff members were approved to attend at a not-to-exceed amount of \$1,870.

Due to Committee agenda items due in May, it is necessary that the previously authorized travel be postponed to the next available seminar. The FTA is conducting the same two-day seminar in Kansas City, Missouri from June 7-8, 2006. Staff is requesting authorization for the chief financial officer and manager of performance analysis to attend this seminar. Because of the change in dates and location, staff felt it was necessary to obtain additional Board approval.

Fiscal Impact:

The expected seminar travel costs are listed below:

Seminar Registration	\$ 0
Lodging	\$ 600
Air Fare	\$ 750
Meals/Miscellaneous	<u>\$ 300</u>
Total (not to exceed) amount	\$1,650

The cost to attend this seminar will not exceed \$1,650. The previously approved NTE amount was \$1,870. There are sufficient funds in the travel budget to cover this expense.

Recommendation:

Authorize the Agency's chief financial officer and manager of performance analysis to attend the FTA Financial Management Oversight Seminar to be held in Kansas City, Missouri, on June 7-8 at a not to exceed cost of \$1,650.

FEDERAL TRANSIT ADMINISTRATION 2006 FINANCIAL MANAGEMENT OVERSIGHT SEMINARS

OVERVIEW

The Federal Transit Administration (FTA) is responsible for administering billions of dollars worth of financial assistance to the transit industry each year. Through its Financial Management Oversight (FMO) program, the FTA seeks to help grantees improve their financial management of FTA grants. The FTA is sponsoring this 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 seminar also covers the topics of Financial Capacity Assessment and the related requirements of grantees seeking New Start funding. 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 lead 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 and during breaks. FTA will provide a workbook and other training materials at each seminar.

AGENDA

DAY ONE (8:30AM - 4:30PM)

- Registration/ Coffee & Pastries
- Seminar Objectives and Introductions
- Financial Management Oversight Program
- Break for Refreshments
- Financial Management Oversight Process
- Grantee Regulatory Environment
- Lunch On Your Own
- Common Rule Financial Management Standards
- FMS Controls/Business Disaster Recovery Planning
- Refreshment Break
- Group Exercises/Discussions
- Wrap Up Day One

DAY TWO (8:30AM - 3:30PM)

- OMB A-87
- Refreshment Break
- FTA Circulars
- LUNCH
- Cost Allocation Plans
- Refreshment Break
- Financial Capacity
- Q&A/Course Evaluation

SEMINAR SCHEDULE

<p>SESSION 1 Washington, DC February 22-23, 2006 Marriott Metro Center Hotel 775 12th Street - NW Washington, DC 20005 (800) 228-9290</p> <p>Rate: \$187.00 plus tax Reservation deadline: January 31, 2006</p>	<p>SESSION 2 Atlanta, GA May 3-4, 2006 Hyatt Regency Atlanta on Peachtree Street 265 Peachtree St., Northeast Atlanta, GA 30303 (800) 233-1234</p> <p>Rate: \$115.00 plus tax Reservation Deadline: April 10, 2006</p>	<p>SESSION 3 Kansas City, MO June 7-8, 2006 Hyatt Regency Crown Center 2345 McGee Street Kansas City, MO 64108 (800) 233-1234</p> <p>Rate: \$87.00 plus tax Reservation Deadline: May 23, 2006</p>
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NOTES: You must pre-register for the seminar of your choice. A limited number of seats are available for each session. Register early to ensure acceptance. Hotel rates may increase slightly depending on government per diem for 2006. All replies to this email will be ignored.

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 50.

WHO SHOULD ATTEND?

GRANTEES WITH FEWER THAN 300 VEHICLES

- Executive Director/General Manager
- Chief Financial Officer
- Controller
- Director of Accounting
- Director of Grants Management
- Director of Project Management
- Director of Budget and Planning
- Chief Financial Officer

GRANTEES WITH MORE THAN 300 VEHICLES

- Chief Financial Officer
- Director of Finance
- Controller
- Director of Accounting
- Accounting Supervisor
- Director/Managers of Internal Audit
- Director of Grants Management
- Director of Project Management
- Director of Budget and Finance
- Director of Planning