



Preparing for a Financial Audit



Are You Planning Throughout the Year?

A successful financial audit doesn't begin with your Auditor's site visit. It requires regular oversight and ongoing review throughout the year. This should include regular meetings with fee accountants (*if applicable*), finance directors, property managers, and maintenance directors. Each department plays an important role in the budget allocation and expenditure of agency funds. These ongoing reviews allow management to catch areas in need of immediate attention. Not to mention, they greatly reduce the stress of preparing numerous forms and documents at the end of the year for the auditor. Participants will also learn why Financial Audits are needed and how to use the results to educate staff and improve operations going forward. Taught by an Executive Director whose financial audits are positively audit-worthy, attendees, in this "live" online mini-course, will learn the following:

- Procurement of Audit Services & Selection of Auditor
- What Will be Audited
 - Materiality & GAAP Requirements
- Auditor Engagement and Preparation for Auditor Visit
- Submission of Audit Through HUD Portals
- Findings vs. Observations
 - Differences & Impact on PHAS
- Addressing Findings and Non-Compliant Issues
- Tips and Quality Control Ideas to Prevent Future Audit Findings

Who should participate: Executive Directors, Finance Directors, Accounting Staff, Property Managers, Maintenance Directors, Procurement Staff and other staff responsible for financial recordkeeping

Benefits of EZ-Steps "Live" Online Training

1. It stretches your training budget as your agency incurs no travel cost or lost travel time.
2. Free training demonstrations available upon request to help you become familiar with the online training format.

August 28, 2019 (Wednesday)

10:00 a.m. – 1:00 p.m. (Central Standard Time)

Registration Fees: \$149 per participant *Consortium Partner rate:* \$129 per participant

TO REGISTER, please visit www.nelrod.com/courses-and-events or contact Christian Arnett at 817-922-9000, ext. 111 or email: arnettec@nelrod.com.

If you would like to be removed from this fax list, please email Brandon at brandon@nelrod.com or call 817-922-9000 ext. 138. Requests will be processed in the shortest reasonable period of time, not to exceed 30 days. Thank you.