

**VIRGINIA ASSOCIATION OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICIALS AND
NAN MCKAY AND ASSOCIATES, INC. INVITES YOU TO ATTEND THE**

HCV FINANCIAL MANAGEMENT TRAINING (w/trainer Ray Adair)

November 17 – 19, 2009
Hilton Virginia Beach Oceanfront Hotel
3001 Atlantic Avenue
Virginia Beach, VA 23451

HOTEL INFORMATION: \$179 oceanview - single/double plus tax
\$159 cityview – single/double plus tax
Call 757-213-3001 to reserve room.

DIRECTIONS: I-264 East. Continue to end of interstate at Atlantic Avenue.
Left to 31st Street.

PARKING: Call hotel at 757-213-3001 for parking fee.

AIRLINE INFORMATION: Norfolk International Airport

SCHEDULE:

7:30 a.m.	Registration/Continental breakfast
8:30 a.m.	Seminar begins
9:45 a.m.	Morning break
12 noon	Lunch, on your own
2:30 p.m.	Afternoon break
5:00 p.m.	Seminar ends

Nan McKay & Associates Fee: \$950 (includes certification examination)
VAHCDO Registration Discount: \$725 (includes certification examination)
Super Registration Discount: \$675 (5 or more people from same agency)

Please make checks payable to: VAHCDO, Attn: Valerie Hill Neal, Post Office Box 797, Newport News, VA 23607. Please submit registration and payment no later than **October 30, 2009**. On-site registration accepted. Registration fee includes training, instructional materials, workbook, **Certification Examination**, Certificate of Completion, continental breakfast and refreshments for the three day workshop.

CONTACT: Valerie Hill Neal or Carl V. Williamson
Telephone: 757-928-2620 Fax: 757-247-6535

SPECIAL NOTE: Please, no taping or video recording.

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SEMINAR REGISTRATION FORM
HCV Financial Management Training
November 17 – 19, 2009

Please complete this form along with payment and return on or before **October 30, 2009**. Fax number **757-247-6535**.

VAHCDO
Attention: Valerie Hill Neal
Post Office Box 797 Newport News, VA 23607

Please complete a separate form for each participant:

Name _____
Title _____
Organization _____
Street Address (No P.O. Boxes) _____
City _____ State _____ Zip Code _____
Telephone Number _____ Fax _____
E-mail address _____

If you need a reasonable accommodation or require the features of a reasonable

accommodation, please contact Valerie Hill Neal at 757-928-2620 or vneal@nnrha.org.

HOUSING CHOICE VOUCHER FINANCIAL MANAGEMENT & REPORTING

DAY ONE

8:00 Registration
8:30 Welcome and Review of Class Agenda
9:00 Review of the Annual Contributions Contract Documents
10:30 Break
10:45 Program Funding for Calendar Year 2009
12:00 Lunch (on your own)
1:00 HCV Accounting Requirements
2:30 Break
2:45 HCV Accounting Requirements (continued)
5:00 End of Day One

DAY TWO

8:00 HCV Accounting Requirements (continued)
10:30 Break
10:45 Special Accounting Issues in the HCV Program
Fraud Recovery
Accounting for Portability
Accounting for FSS Activity

12:00 Lunch (on your own)
1:00 Special Accounting Issues in the HCV Program (continued)
2:30 Break
2:45 Budgeting & Financial Monitoring
5:00 End of Day Two

DAY THREE

8:00 Using the Voucher Management System (VMS)
10:00 Break
10:15 Year-end Reporting
12:00 Lunch (on your own)
1:00 Year-end Reporting (continued)
2:30 Review
3:00 HCV Financial Management & Reporting Certification Examination

5:00 End of Examination

