



# WIPFLi

## TRAINING EVENT

Iowa Community Action Association is proud to present the following Wipfli training event April 2<sup>nd</sup> – 4<sup>th</sup>, 2019:

### *OMB Uniform Guidance & Head Start Overview*

[Click here to Register by March 4<sup>th</sup>](#)

#### **Training Location:**

Animal Rescue League of Iowa, 5452 NE 22<sup>nd</sup> Street, Des Moines, IA 50313

#### **Training Schedule:**

##### **Tuesday, April 2, 2019**

TIME	ACTIVITY
7:45 a.m. – 8:30 a.m.	Registration / Light Refreshments
8:30 a.m. – 12 p.m.	General Provision and Administrative Requirements
12:00 p.m. – 1:30 p.m.	Lunch (provided by ICAA)
1:30 p.m. – 5 p.m.	Administrative Requirements (continued)

##### **Wednesday, April 3, 2019**

TIME	ACTIVITY
8:00 a.m. – 8:30 a.m.	Light Refreshments
8:30 a.m. – 12:00 p.m.	OMB Cost Principles and Cost Allocation
12:00 p.m. – 1:30 p.m.	Lunch (provided by ICAA)
1:30 p.m. – 5:00 p.m.	OMB Selected Items of Cost and Audit Requirements

##### **Thursday, April 4, 2019**

TIME	ACTIVITY
8:00 a.m. – 8:30 a.m.	Light Refreshments
8:30 a.m. – 12:00 p.m.	Head Start Overview
12:00 p.m. – 1:30 p.m.	Lunch (provided by ICAA)
1:30 p.m. – 5:00 p.m.	Head Start Overview

## Training Description:

### ***Day 1: General Provisions and Administrative Requirements***

***Tuesday, April 2<sup>nd</sup>, 2019; 8:30 a.m. – 5 p.m.***

Advanced Preparation: None

Level: Basic

Prerequisite: None

Field of Study: Specialized Knowledge and Applications

After an introduction and discussion of the laws and regulations, there will be a discussion of the general provisions and administrative requirements. We'll focus on these key areas: • Applicability of and implementation dates for the new regulations • Standards for financial management systems and internal controls • Property and equipment • Program income • Budget revisions • Procurement • Requirements for pass-through agencies • Reporting and record retention requirements

Learning Objectives: 1. Review the organization, applicability, and implementation timeline of the new Uniform Guidance. 2. Discuss the requirements for financial systems. 3. Discuss the regulations on program income, property, and procurement. 4. Explore the requirements for reporting and record retention.

CPE credits for day one: 7.0 credits\*

### ***Day 2: OMB Cost Principles, Cost Allocation, Selected Items of Cost, and Audit Requirements***

***Wednesday, April 3<sup>rd</sup>, 2019; 8:30 a.m. – 5 p.m.***

Advanced Preparation: None

Level: Basic

Prerequisite: None

Field of Study: Specialized Knowledge and Applications

The cost principles cover the costs that a grant-funded program can charge to federal grant awards. General principles, allowable costs, unallowable costs, and costs that require prior approval will be discussed. We'll also discuss all changes in regard to cost allocation and selected items of cost. In addition, we'll discuss changes in audit requirements coming with the implementation of the regulations.

Learning Objectives: 1. Explore the basics of allowable costs. 2. Discuss direct and indirect costs. 3. Explore the options for cost allocation in the new Uniform Guidance. 4. Review the changes in audit requirements.

CPE credits for day two: 7.0 credits\*

### **Day 3: Head Start Overview**

**Thursday, April 4<sup>th</sup>, 2019; 8:30 a.m. – 5 p.m.**

Advanced Preparation: None

Level: Basic

Prerequisite: None

Field of Study: Specialized Knowledge and Applications

The 1-day Head Start training will review the numerous things to consider as you implement the Head Start Act, including how decisions impact your program. In this overview we will explore the Head Start Act and give you time to learn where to find information and dig into the details once you are back at the office. And since the Head Start Act goes hand-in-hand with the Head Start Program Performance Standards (HSPPS), we will explore the highlights of all of the HSPPS (45 CFR Parts 1301-1305). Our goal is to help you get comfortable finding the regulations that HS/EHS programs need to follow to stay in compliance.

We will pay special attention to the areas of: • Administrative Requirements (administrative limitations, monitoring, and following the Uniform Guidance) • Power and functions (governing body, policy council, policy committees, and staff requirements) • ERSEA (eligibility, recruitment, selection, enrollment, and attendance) • Records (what to keep, how to keep it, and for how long) • Qualifications and wages (background check and minimum staff requirements) • Required training

Learning Objectives 1. Explore how the Head Start Act and the HSPPS impact each other. 2. Discuss how the Head Start Act and HSPPS impact your program. 3. Share ideas, thoughts, and best practices of ongoing leadership with these requirements.

CPE credits for day three: 7.0 credits\*

### **Registration Information:**

[Click here to Register by March 4<sup>th</sup>](#)

### **Cost & Cancellation Policy**

The cost will be determined based on the number of participants (up to 125 may register); we anticipate it will be \$800 for full event registration (April 2-4); \$675 for April 2<sup>nd</sup>-3<sup>rd</sup> only; and \$350 for April 4<sup>th</sup> only. Lunch and refreshments will be provided. A waiting list will be started if more than 125 register. There will be no refunds/cancellations once you register unless we are able to fill your spot by someone on the waiting list. *For more information regarding administrative policies, such as complaint, cancellation, and refund policies, please contact ICAA at 515-244-0320.*

### **\*Continuing Professional Education Available**

Up to 21 CPEs are available by attending this training. Wipfli LLP is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the national Registry of CPE Sponsors through its website: [www.NASBARegistry.org](http://www.NASBARegistry.org).



## Sleeping Room Information

A block of sleeping rooms is being held at the following Ankeny hotels under 'ICAA':

- Homewood Suites by Hilton Ankeny - 2455 SE Creekview Dr. Ankeny, IA 50021 (cutoff date: 3/8/19). Rate: \$119+tax. Call (515)963-0006 or [reserve online](#).
- Courtyard Des Moines Ankeny - 2405 SE Creekview Drive Ankeny, Iowa 50021(cutoff date: 3/11/19) Rate: \$114+tax. Call 515-422-5555 or [reserve online](#).

## About the Presenters

The Partner and Senior Manager conducting the training for ICAA have:

1. Over 30 years of audit and training experience, specifically with federally grant funded organizations in fiscal and governance areas.
2. Experience in presenting both on-site (small and large groups) and web-based training.
3. Experience training Head Starts, Early Head Starts, Tribal Governments, Community Action Agencies, Boards, grant-funded nonprofits, public school districts, universities, municipal and county governments, child development/childcare agencies, and mental health service agencies.
4. Experience providing Uniform Guidance (and the older OMB Circular trainings) training and consulting to thousands of participants in fiscal, program, and organizational leadership over the past decade.



**Denes L. Tobie, CPA Partner** As a partner in Wipfli LLP's nonprofit and government practice (NGP), Denes Tobie oversees audit engagements and consulting opportunities and works with clients to maintain compliance with laws and regulations. In addition, she also oversees NGP's training practice. As a leader of this practice, Denes trains nonprofits and government agencies in regulations, best practices, and governance, including the OMB Uniform Guidance. From 2014 – 2016 Denes presented over 200 times to audiences of up to 325 people. Denes shares her expertise at training programs, including Wipfli's Annual Management Conference for Grant-Funded Programs in Las Vegas. She presents topics such as preparing for audits, preparing 990s, and financial analysis. She facilitates discussions in which topics such as accounting policies and procedures, new fraud standards, and trends within the industry are covered. Denes enjoys presenting the results of Wipfli's work and helpful recommendations to the board of directors and management teams who control the destiny of the organizations she serves. By translating complex financial data and operating trends into a useful format, she helps clients make good business decisions that shape the future. Denes offers her extensive knowledge and training expertise with Wipfli's *Board Governance Training DVD*.



**Katherine Eilers, CPA Manager** Katherine has a passion for learning how things work, from the big picture to the details. This serves her clients well in that she takes the time to ask questions, learn their processes, and understand the challenges keeping them from meeting their goals. She uses her experience in working with various types of units of government and nonprofits to offer solutions in the areas of financial policies and procedures consulting, finance department process and workflow reviews, financial statement audits, and grant audits. Katherine also provides training on various topics at our annual conferences in Las Vegas and Orlando. Katherine is further involved with the My Wipfli Nonprofit and Government Membership Service, helping to ensure members receive the most need-it-now information to help them manage their ever-increasing leadership and compliance responsibilities. She also answers questions through the My Wipfli Membership Service website. Kate Atkins is in business development for Wipfli's Nonprofit and Government Practice. She is an avid believer in the power of the nonprofit. Kate helps organizations understand the return on investment they can realize using solutions

Wipfli has developed for them. She highlights tools and techniques for the most benefit, saving clients the valuable time they need to reach outcomes and meet missions. Kate works with clients in the areas of policies and procedures templates, the My Wipfli membership website, and new tools and solutions as they are developed—all based on client need. She also shares her background in fund-raising, membership, community partnerships, and strategic philanthropy to help clients achieve their philanthropic goals. Kate is all about follow-up, great client services, and relationship development. She understands the importance of what our clients do to impact their communities.

