



# Leadership Institute Training

## Basic Accounting for Tribal Housing

### AGENDA

Chicago, Illinois

July 24-27, 2012

#### Day One

8:30 a.m. to 9:00 a.m.	Registration & Sign-In
9:00 a.m. to 10:00 a.m.	Federal Program Requirements
10:00 a.m. to 10:15 a.m.	Break
10:15 a.m. to 11:45 a.m.	Fundamental Accounting Concepts
11:45 a.m. to 1:15 p.m.	Lunch
1:15 p.m. to 2:45 p.m.	Basic Books and Records
2:30 p.m. to 2:45 p.m.	Break
3:00 p.m. to 4:30 p.m.	Internal Controls

#### Day Two

8:30 a.m. to 10:00 a.m.	Financial Reporting
10:00 a.m. to 10:15 a.m.	Break
10:15 a.m. to 11:45 a.m.	Cash Receipts and Investments
11:45 a.m. to 1:15 p.m.	Lunch
1:15 p.m. to 2:45 p.m.	Program Income
2:45 p.m. to 3:00 p.m.	Break
3:00 p.m. to 4:30 p.m.	Tenant Accounting and Collections

### **Day Three**

8:30 a.m. to 10:00 a.m.	Procurement and Inventory
10:00 a.m. to 10:15 a.m.	Break
10:15 a.m. to 11:45 a.m.	Accounting for Development Projects
11:45 a.m. to 1:15 p.m.	Lunch
1:15 p.m. to 2:45 p.m.	Planning and Budgeting
2:45 p.m. to 3:00 p.m.	Break
3:00 p.m. to 4:30 p.m.	Compliance Assessments and Audits

### **Day Four**

8:30 a.m. to 12:00 p.m.	<b>Course Examination</b>
12:00 p.m. to 12:15 p.m.	Course Evaluation
12:15 p.m.	End of Course

*Please Note: Times and topics, as specified on the agenda, are approximate and may vary depending on the pace of the class.*