THE CLOUDBURST GROUP

CDBG Financial Reporting Training

#	Agenda	

1.	Training Overview	• Two 90-minute webinar sessions
		• Trainers: Marybrook Cox, Susan Walsh
		• Dates:
		  ○ Tuesday, May 20 1:00-2:30 EST
		  ○ Wednesday, May 21 1:00-2:30 EST

CDBG Financial Reporting: Unraveling the PR26, Financial Summary report

Learning Objective(s):

1. No longer fear the PR26
2. Ability to calculate and verify PR26 amounts and adjustment lines and reconcile to IDIS
3. Utilize the PR 26 for regulatory compliance
4. Understand the 2 distinct admin cap tests and how they are measured on both the PR26 reports (Financial Summary and Activity Summary)
5. Understand how to complete the Cash on Hand report

Session 1: All about the PR26, Financial Summary Report

1. What is the PR26?
    a. Purpose of report
        i. Who uses it? Why should grants managers care about this report?
    b. Regulations associated with report
        i. Administration 20% cap test
        ii. Public Services 15% cap test
        iii. Low/Mod 70% minimum test
    c. Creating report in IDIS
    d. Report Sections
    e. Identifying IDIS generated line totals
    f. MicroStrategy reports that compliment PR26
        i. PR-03 CDBG Activity Summary Report
        ii. PR-07 Drawdown Report by Voucher Number
        iii. PR-09 Program Income Detail Report by Fiscal Year and Program
    g. *Interactive*: Debunking common myths about the PR26 featuring legendary Susan Walsh
        i. As time permits, attendees may post questions in chat box or we will have focus on common misconceptions based on our IDIS AAQ experience.

Session 2: The tricky side of the PR26

1. How to make adjustments to the PR26, Financial Summary
    a. Unliquidated obligations

   b. Adjustment lines
   c. Troubleshooting the report
   d. Correcting prior-year reports
2. *PR26 Activity Summary by Selected Grant Report*
   a. Using the report to verify origin (source) year admin cap test
   b. Using the report to identify funding in activities by grant year
3. *Cash on Hand* Report
   a. Entering accurate information
   b. Modifying reports if needed
   c. Helpful reports
      i. *PR-07 Drawdown Report by Voucher Number*
      ii. *PR-09 Program Income Detail Report by Fiscal Year and Program*