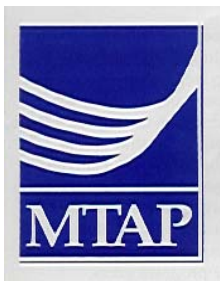


# Fundamental Financial Management Training *for* Rural & Small Urban Public Transit Providers



*This course is designed for the rural and small urban transportation managers or agency executive directors who are responsible for the overall management of their transportation programs. In addition, individuals responsible for grant accounting, general organizational accounting, revenue tabulation, policy formulation, and performance reporting will benefit from various workshops presented in the course.*



AASHTO MTAP

National RTAP

## New Revised Course



### *Excellent Resource for Section 5311 Managers...*

This training course is part lecture, part problem solving and part group exercise. It is 100% applicable to your role as a program, grant, and/or accounting manager for FTA's 5311 grant program.

### Course Content

- *The Budget Process*  
An overview of basic accounting principles.
- *Revenue and Cash Management*  
Sources of Transportation Revenue
- *Strategic Planning & Performance Evaluation*  
A workshop on Section 5311 financial compliance
- *Audits & Cost Allocation*  
An explanation of the basic standards for program cost allowability and eligibility
- *Financial Reporting*  
A break-out session to address financial questions specific to your state.
- An opportunity to ask questions about 5311 accounting

### Course Materials

Includes a Reference Workbook to take home.

Includes:

- Federal Cost Allowability Standards
- FTA and State Guidance
- Updated Chart of Accounts
- State-Specific Eligibility Cost Matrix

### Hosting A Course

Would you like to bring the Financial Management Course to your state or region?

- *Plan for a course with 7-8 hours of instruction...*
- *The optimal class size is 30 to 35 students. Classroom style seating is preferred.*
- *The host provides a LCD projector, screen, flipchart and markers, meeting facilities, and food.*
- *The host has the option of producing the course material themselves...*

*To schedule customized training contact:*

**Multi-State Technical Assistance**

**Program (MTAP)**

Rachel Beyerle, Coordinator  
444 North Capitol Street NW  
Suite 249  
Washington, DC 20001  
(202) 624-3625  
rbeyerle@aathto.org

*Additional courses can be found at the  
following web sites:*

National Transit Institute  
Rutgers University  
[www.ntionline.com](http://www.ntionline.com)  
(732) 932-1700

Transportation Safety Institute  
[www.tsi.dot.gov](http://www.tsi.dot.gov)

*This course was developed in partnership  
by the National RTAP and the AASHTO  
MTAP program.*

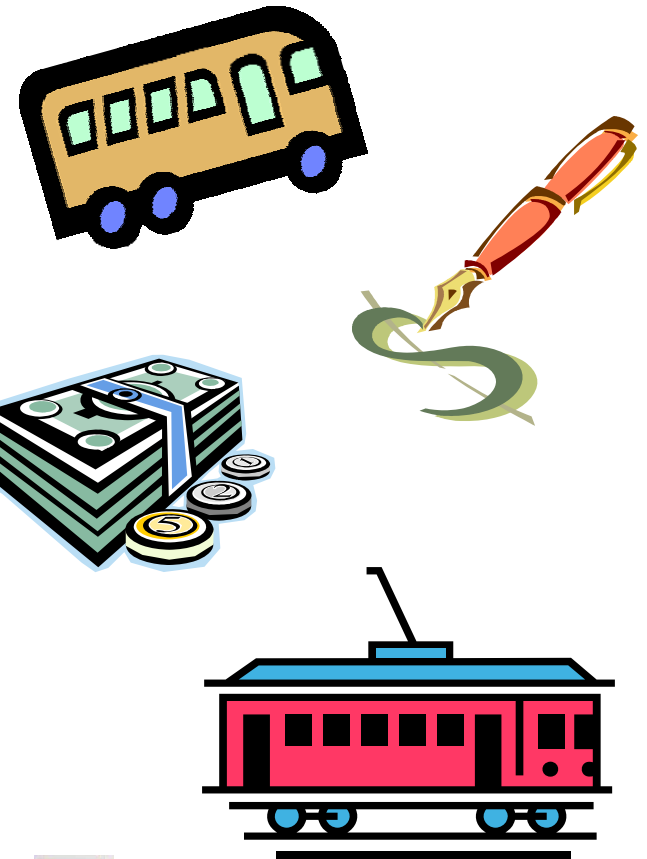
**STATE TRANSPORTATION  
TRAINING CONTACTS**

Alabama	(334) 353-6421
Alaska	(907) 465-6991
Arizona	(602) 712-8956
Arkansas	(501) 569-2474
California	(916) 657-3876
Colorado	(303) 757-9768
Connecticut	(860) 594-2830
Delaware	(302) 577-2841
Florida	(850) 414-4500
Georgia	(404) 651-9202
Hawaii	(808) 587-2028
Idaho	(208) 332-7876
Illinois	(312) 793-2154
Indiana	(812) 855-8143
Iowa	(515) 233-7875
Kansas	(785) 864-2595
Kentucky	(502) 564-7433
Louisiana	(225) 274-4309
Maine	(207) 624-3250
Maryland	(410) 767-0029
Massachusetts	(617) 973-7062
Michigan	(517) 373-2051
Minnesota	(651) 296-1610
Mississippi	(601) 359-7800
Missouri	(573) 751-7480
Montana	(406) 444-7289
Nebraska	(402) 479-4694
Nevada	(775) 888-7242
New Hampshire	(603) 271-2564
New Jersey	(973) 378-6432
New Mexico	(505) 827-1577
New York	(518) 457-7664
North Carolina	(919) 733-4713
North Dakota	(701) 328-2453
Ohio	(614) 644-7362
Oklahoma	(405) 521-2584
Oregon	(503) 986-3408
Pennsylvania	(717) 783-3990
Rhode Island	(401) 784-9500
South Carolina	(803) 737-0831
South Dakota	(605) 773-4169
Tennessee	(615) 253-1035
Texas	(512) 416-2812
Utah	(801) 965-4150
Vermont	(802) 828-2828
Virginia	(804) 786-8089
Washington	(360) 705-7926
West Virginia	(304) 558-0428
Wisconsin	(608) 266-3973
Wyoming	(307) 777-4181

**Rural and Small Urban Public Transportation Training**

2005

**Fundamental  
Financial  
Management**



Multi-State Technical Assistance Program