

# Virtual Conference Learning Opportunities on Financial Management

Financial management topics are addressed in various ways throughout this virtual conference so that you can choose the topics of greatest relevance to your needs and the best ways for you to learn what you need to know through presentations, interactive exercises, and discussion. There is a mix of pre-recorded and live sessions from which you can build your personal learning path. All live sessions will be available as recordings after the session and all recordings will be available for download to your briefcase and on the Senior Corps Knowledge Network after this conference.

**To orient yourself to basic concepts, view these seven new On Demand eCourses.** These eCourses can be viewed at any time; they are not built into the virtual conference schedule.

eCourse	Description
Key Elements of Grant Compliance	Learn about how to comply with important elements referenced in your grant award to assure compliance, protect resources and public assets, and maintain a good public image. <b>Corresponds with the Live Sessions:</b> <ul style="list-style-type: none"> <li>Avoiding Common Financial Issues and Pitfalls</li> <li>Establishing Internal Controls</li> </ul>
Match Requirements and Documentation	Learn about how match requirements and appropriate documentation contribute to accurate financial tracking and compliance with established guidelines. <b>Corresponds with the Live Sessions:</b> <ul style="list-style-type: none"> <li>Avoiding Common Financial Issues and Pitfalls</li> <li>Establishing Internal Controls</li> <li>Managing Non-Federal Funds: Match and In-Kind</li> </ul>
Managing Your Budget	Learn about budget development and strategies for effective budget management in order to avoid over or underspending. <b>Corresponds with the Live Sessions:</b> <ul style="list-style-type: none"> <li>Effective Budget Design for RSVP</li> <li>Effective Budget Design for SCP/FGP</li> </ul>

Member Activity Reporting	<p>Learn about how to track member time and document which activities are conducted by members in order to assure grant compliance.</p> <p><b>Corresponds with the Live Sessions:</b></p> <ul style="list-style-type: none"> <li>• Avoiding Common Financial Issues and Pitfalls</li> <li>• Establishing Internal Controls</li> </ul>
Staff Activity Reporting	<p>Learn about how to track staff time and document staff activities to comply with grant requirements.</p> <p><b>Corresponds with the Live Sessions:</b></p> <ul style="list-style-type: none"> <li>• Avoiding Common Financial Issues and Pitfalls</li> <li>• Establishing Internal Controls</li> </ul>
Closing Out Your CNCS Grant	<p>Learn how to prepare to close out your CNCS grant at the end of the project period.</p>
Federal Financial Reports and Program Income	<p>Learn about the importance of the Federal Financial Report (FFR), the process for submitting an FFR in eGrants, and how you can use the FFR in your organization.</p>

**To develop your expertise and interact with experts, participate in live sessions** on the topics listed below. Each session will have limited time for Q&A. Visit the Financial Management message board in the Field Financial Management Center (FFMC) booth for more opportunities to ask questions, solve problems, and contribute effective practices. Live sessions are built into the schedule.

Live Sessions	Description	Time
Managing Non-Federal Funds: Match and In-Kind	<p><b>Explore the common mistakes made when documenting Non-Federal match.</b> You will receive guidance and realistic examples on how to properly track and record donations for grant accountability and gather information to assure that in-kind donations are properly documented.</p>	<p>August 6 1:00-1:40 p.m. EDT</p>
Effective Budget Design: FGP and SCP	<p><b>Learn the basic requirements and elements of how to design a budget and enter information into eGrants.</b> You will learn the importance of program and fiscal staff working together throughout the lifecycle of your budget and walk through a demonstration of submitting a budget in eGrants.</p>	<p>August 6 3:00-3:50 p.m. EDT</p>

Effective Budget Design: RSVP	<b>Learn the basic requirements and elements of how to design a budget and enter information into eGrants.</b> You will learn the importance of program and fiscal staff working together throughout the lifecycle of your budget and walk through a demonstration of submitting a budget in eGrants.	August 6 3:00-3:50 p.m. EDT
Establishing Internal Controls	<b>Learn the elements of good internal controls.</b> You will learn how to establish strong internal controls by reviewing organizational policies and procedures identifying common elements.	August 7 3:00-3:40 p.m. EDT
Avoiding Common Financial Issues and Pitfalls	<b>Apply realistic examples to learn about the primary issues and compliance findings from IG audits and CNCS monitoring.</b> You will learn to identify preventive actions to progress through monitoring and survive the challenge of audits.	August 7 3:40-4:30 p.m. EDT

**To ask questions and interact with CNCS staff and your colleagues,** visit these interactive activities throughout this virtual conference.

Activity	Description	Where It's Located
Financial Management Message Board	Ask CNCS staff your financial management questions. The message board is available throughout the virtual conference for you to ask questions.	Exhibit Halls, CNCS, Field Financial Management Center booth
Financial Management Chat	Visit the FFMC booth. Ask your questions on effective budget design and interact directly with FFMC staff.	Exhibit Halls, CNCS tab, Field Financial Management Center booth
Relevant Documents	Visit the Library to view financial management resources.	Library, Financial Management tab