



Mayor's Office of Contract Services  
Capacity Building and Oversight  
Procurement Training Institute (PTI) Courses  
*Spring/Summer 2009 Semester*

## June 2009

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### **6/5: Auditing Procedures for Nonprofits (9AM-12PM)**

Faculty: Julie L. Floch, CPA, Partner & Director of Nonprofit Services, Eisner LLP  
Steven Scicere, Director of Contract Agency Audits, DYCD  
Jenny Walty, Assistant Director for Capacity Building and Oversight, MOCS  
Mauricio Benavides, CBO Senior Analyst, MOCS

An organization's ability to meet expected accounting requirements is critical to the contracting process. The City and Contracting Agency must ensure that city funds are spent on authorized expenses and this is accomplished through the auditing process. This course will demonstrate how organizations can successfully prepare for and then navigate the auditing process – independent audits, scheduled audits, fiscal field reviews, and corrective action plans. *Targeted to directors, senior staff and fiscal staff of NYC vendors.*

## July 2009

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### **7/23: Capacity Building Summer Recap (9AM-5PM)**

Faculty: Jenny Walty, MOCS Assistant Director for Capacity Building and Oversight  
Mauricio Benavides, CBO Senior Analyst, MOCS  
Jacob Luce, CBO Analyst, MOCS  
Lishawn Alexander, CBO Analyst, MOCS

This full day workshop is designed to consolidate our previously held presentations on various topics such as Board Development, Internal Controls, the New IRS Tax Form 990, Charities Bureau Registration & Compliance, Financial Accounting, and Auditing Procedures into a one-stop capacity building workshop utilizing the resources provided by our expert faculty. This workshop may serve as a refresher for those who previously attended or an introduction for new registrants to our curriculum. *Targeted to directors, board members, senior staff and fiscal staff of NYC vendors.*

## September 2009

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### **9/24: Board Development: Oversight and Effective Governance (9AM-12PM)**

Faculty: Rhoda Barr, Director of Client Services, Volunteer Consulting Group (VCG)/boardnetUSA  
Linda Manley, Legal Director, Lawyers Alliance of New York  
Jenny Walty, Assistant Director for Capacity Building and Oversight, MOCS  
Mauricio Benavides, CBO Senior Analyst, MOCS

A strong board of directors provides a vision for the Executive Director and staff, but also exercises key oversight responsibilities. An effective board requires certain skill sets and diversity, but also an appropriate



structure. This training will provide the necessary tools for the board to effectively carry out the mission of a growing organization. *Targeted to directors and senior staff of NYC vendors.*

## October 2009

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### **10/8: New IRS Tax Form 990 (9AM-12PM)**

Faculty: Julie L. Floch, CPA, Partner & Director of Nonprofit Services, Eisner LLP  
Jenny Walty, Assistant Director for Capacity Building and Oversight, MOCS  
Mauricio Benavides, CBO Senior Analyst, MOCS

Effective 2008 tax years, Form 990 has been redesigned with major changes in reporting requirements. The new form consists of an 11-page, 11-part core form that is required to be completed by all organizations that file the Form 990 and all applicable schedules. Some information previously required of Form 990 (2007) has been eliminated or revised, meanwhile requiring information not previously reported. This course will highlight all major changes in the new Form 990 such as: governance and compensation of officers, determination of public charity status and public support, and introduction of new schedules. *Targeted to directors, senior staff and fiscal staff of NYC vendors.*

## Date to Be Determined

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### **Internal Controls for Small Nonprofits (9AM-12PM)**

Faculty: Kelly Mathews, Sr. VP, Council of Community Services of NYS, Inc.  
Jenny Walty, Assistant Director for Capacity Building and Oversight, MOCS  
Mauricio Benavides, CBO Senior Analyst, MOCS

Many small non-profits have limited administrative staff, but the same expectations from funders regarding internal controls. This training will focus on the implementation of simple, yet effective internal controls to allow your organization to reap the benefits of accountability, efficiency, and fraud prevention despite running a lean operation. *Open to all directors and senior staff of small non-profit NYC vendors.*

### **Conflict of Interest for Nonprofit Vendors (9AM-12PM)**

Faculty: Alexander Kipp, Director of Training & Education, NYC Conflict of Interest Board  
Jenny Walty, Assistant Director for Capacity Building and Oversight, MOCS  
Mauricio Benavides, CBO Senior Analyst, MOCS

Conflicts of Interest are of special concern to nonprofit organizations. Prohibitions on the conduct of nonprofit organizational leaders and staff exist to preserve the public trust in the services rendered, the integrity of the organization, and enhance the efficiency of the organization. This course will discuss important topics such as: Councilmember interactions with nonprofits, knowing and understanding the law as it relates to public servants, and post employment restrictions for hiring former public servants as well as outline the legal requirements for disclosure of Conflicts and abstention from decision-making regarding conflicts. *Targeted to directors and senior staff of NYC vendors.*

## Vendor Registration

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**\*\*\*\*To reserve a seat please complete the attached form in its entirety.\*\*\*\***

Training sessions are offered at no cost to non-profit organizations that receive grants or contracts from a New York City agency. If you have any further questions or would like to reserve a seat in one or more of these CBO trainings, please contact Mauricio Benavides, CBO Senior Analyst, at:



Office: (212) 676-9748  
Fax: (212) 312-0992  
[mbenavides@cityhall.nyc.gov](mailto:mbenavides@cityhall.nyc.gov)

**\*\*\*\*To reserve a seat please complete the attached form in its entirety.\*\*\*\***

## **Training Center & Directions**

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All training sessions are held at The Department for Citywide Administrative Services (DCAS) located at 2 Washington Street, 21<sup>st</sup> Floor, New York, NY 10004. For directions, please visit [www.hopstop.com](http://www.hopstop.com).





DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

CITYWIDE TRAINING CENTER

APPLICATION

<p><u>CTC USE ONLY</u></p> <p>Input Date: _____</p> <p>Initials _____</p>
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Please review the instructions on the back of this application

TRAINING APPLICANT INFORMATION									
Today's Date:									
Employee Reference Number Required Entry (See Pay-stub)						Employee Affiliation: (Check One)			
						<input type="checkbox"/> City <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Non-Government			
Last Name			First Name				Middle Initial		
Civil Service Title					Office Title				
Agency Name							Agency Code		I have changed agencies within the last 2 years
									<input type="checkbox"/> YES <input type="checkbox"/> NO
Division/Work Unit				Work Address (Street, Room, Floor, Borough, State)				Zip Code	
Work Phone		Work Fax		Work E-Mail Address		Home E-Mail Address (Required for CEU transcript request)			

OPTIONAL APPLICANT INFORMATION				
Gender (Check One)		Ethnicity (Check One)		
<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> White (not of Hispanic origin) <input type="checkbox"/> Black (not of Hispanic Origin) <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander		
		<input type="checkbox"/> American Indian or Alaskan native <input type="checkbox"/> Unknown <input type="checkbox"/> Other, please specify _____		

SELECTED COURSE INFORMATION						
Course Code	Course Title	Level	Course Date(s)	# Days	Cost	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

**REVIEW THESE INSTRUCTIONS BEFORE COMPLETING APPLICATION**

1. Applicant completes all fields in the TRAINING APPLICANT INFORMATION section and includes required Employee Reference Number (NOT Social Security Number) found on pay stub. First-time, non-City applicants will be assigned a CTC ID number.
2. Applicant completes all fields in the SELECTED COURSE INFORMATION after selecting courses from the current Citywide Training Center Class Schedule or contacts the Agency Training Liaison for additional course information.
3. Applicant forwards completed application to immediate Supervisor for signature and authorization.
4. Supervisor forwards completed application to the appropriate Agency Training Liaison for processing.
5. Agency Training Liaison forwards application to Agency Fiscal Officer or Designee for fiscal authorization.
6. Agency Training Liaison signs and forwards completed, authorized applications to the Citywide Training Center, Applications Processing Unit.

**SUPERVISOR AUTHORIZATION**

Supervisor's Name (Print Clearly)		Title
Work Phone	Work Fax	Work E-Mail Address
By my signature, I certify that this employee is authorized for training in the course(s) requested and confirm that this employee has taken, where applicable, the prerequisite basic courses and/or has demonstrated the skill necessary to participate successfully in advanced-level coursework. Additionally, I understand that this employee is excused from normal work assignments during the hours of training and is required to attend the training course(s), as scheduled, once CTC registration confirmation is received by the Agency Training Liaison.		
_____		_____
Supervisor Signature		Date

**FISCAL OFFICER/DESIGNEE AUTHORIZATION**

Fiscal Officer or Designee's Name (Print Clearly)		Title
Work Phone	Work Fax	Work E-Mail Address
By my signature, I certify that funding in the appropriate budget/object codes is available for the training requested and that all training costs will be paid in accordance with DCAS/Citywide Training Center payment procedures.		
_____		_____
Fiscal Officer/Designee Signature		Date

**AGENCY TRAINING LIAISON AUTHORIZATION**

Agency Training Liaison Name (Print Clearly)		Title
Work Phone	Work Fax	Work E-Mail Address
By my signature, I certify that I have reviewed this application for content and completeness.		
_____		_____
Agency Training Liaison Signature		Date

**CITYWIDE TRAINING CENTER CANCELLATION POLICY**

There is no charge to an agency/organization for a **cancellation received in writing 5 business days prior to a scheduled class**. If a confirmed participant is unable to attend, the agency may send a qualified substitute or receive credit toward another class. If cancellations are not received in writing within 5 business days or if a confirmed participant does not attend the course, the agency will be charged the full amount for the class.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The NYC Department of Citywide Administrative Services (DCAS) is committed to Equal Employment Opportunity (EEO) and a policy of non-discrimination in the employment, development, advancement and treatment of City employees. DCAS will provide reasonable accommodations to employees with disabilities who need and request such accommodations.

**CITYWIDE TRAINING CENTER**

APPLICATIONS PROCESSING UNIT • 2 WASHINGTON STREET, 21ST FLOOR • NEW YORK, NY 10004

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