

USDA Financial Reporting

Are you wondering how to fulfill the financial reporting requirements for your USDA RUS funding?

This training is for board members, clerks, utility staff, and managers. Much of this training is dedicated to the administration task that your utility as borrower must carry out in submitting the required regular management reports to RUS, your lender. We will walk through the process of how to prepare the financial statements that will be needed, as well as how to transfer that information to complete the necessary forms to be submitted to the USDA.

In this training attendees will:

- Gain insight on the necessary financial forms needed for reporting requirements
- Be made aware of reporting deadlines
- Learn how to develop a strong budget for required reporting
- Gain understanding of preparing a budget comparison report that is required for reporting
- Receive instructions in how to prepare key financial statements for required reporting
- Discover how to complete required financial RD forms

We will be using the Go To Training (GTT) virtual platform to present this workshop.

Attendee participation will be monitored through pre- and post-test, polls, and interactive exercises.

Schedule:

9:00 – 9:10	Introductions
9:10 – 9:25	Pre-Test
9:25 – 9:45	Identify the required financial reports
9:45 – 10:30	Review reporting deadlines
10:30 – 10:50	Budget development
10:50 – 11:10	How to perform a budget comparison report
11:10 – 11:30	Preparing financial statements
11:30 – 11:45	Completing required financial reports
11:45 – 12:00	Post Test