

# OVS Financial Literacy Training

Manhattan • Hauppauge • Albany • Binghamton • Rochester  
December 2016



The **NYS Office of Victim Services (OVS)** is pleased to announce registration details for the upcoming *OVS Financial Literacy Training*.

Partnering with the **New York Council of Non Profits, Inc (NYCON)**, each one-day regional session will help attendees improve their understanding of major financial reporting requirements for VOCA funded programs.

OVS strongly encourages the person(s) who complete budget and fiscal cost reporting to attend. This training is free and open to multiple staff from each agency/organization that shares these OVS financial reporting requirements.

Registration for each regional session is processed online via Eventbrite and can be accessed at each training location's individual page:

- Manhattan, NY (Monday, December 5<sup>th</sup>) – [fltmanhattan.eventbrite.com](http://fltmanhattan.eventbrite.com)
- Hauppauge, NY (Tuesday, December 6<sup>th</sup>) – [flthauppauge.eventbrite.com](http://flthauppauge.eventbrite.com)
- Albany, NY (Tuesday, December 13<sup>th</sup>) – [fltalbany.eventbrite.com](http://fltalbany.eventbrite.com)
- Binghamton, NY (Wednesday, December 14<sup>th</sup>) – [fltbinghamton.eventbrite.com](http://fltbinghamton.eventbrite.com)
- Rochester, NY (Thursday, December 15<sup>th</sup>) – [fltrochester.eventbrite.com](http://fltrochester.eventbrite.com)

All *OVS Financial Literacy Training* information and registration guidelines are included in the attachments. This material is also available on our website at <https://ovs.ny.gov/victim-assistance-program>.

Please be aware that these training dates and locations are tentative, pending certain final State approvals.

For more information or if you have additional questions about the registration process, please contact Blake Kush at [blake.kush@ovs.ny.gov](mailto:blake.kush@ovs.ny.gov) or (518) 485-2761. Any other questions regarding this training should be directed to your OVS contact.

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# Registration Guidelines

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### General Information

The Office for Victim Services (OVS) Financial Literacy Training is for staff responsible for financial reporting requirements for their awarded contract. This training is free and open to multiple staff from each agency/organization where OVS financial reporting requirements are shared.

### Registration Information

- Registration for each regional session will be processed online via Eventbrite and can be accessed at each training location's individual page:
  - Manhattan, NY (Monday, December 5<sup>th</sup>) – [fitmanhattan.eventbrite.com](http://fitmanhattan.eventbrite.com)
  - Hauppauge, NY (Tuesday, December 6<sup>th</sup>) – [fithauppauge.eventbrite.com](http://fithauppauge.eventbrite.com)
  - Albany, NY (Tuesday, December 13<sup>th</sup>) – [fitalbany.eventbrite.com](http://fitalbany.eventbrite.com)
  - Binghamton, NY (Wednesday, December 14<sup>th</sup>) – [fitbinghamton.eventbrite.com](http://fitbinghamton.eventbrite.com)
  - Rochester, NY (Thursday, December 15<sup>th</sup>) – [fitrochester.eventbrite.com](http://fitrochester.eventbrite.com)
- Registration for all sessions will open on **October 31, 2016 at 9:00am**.
- Space is limited to **100** attendees per session.
- Attendees **MUST** choose one regional session only.

### Cancelation Policy

Cancelations must be made **no later than one week** before the start date of each session.

### Special Requests

If anyone attending the OVS Financial Literacy Training needs special accommodations or has special dietary request, this information must be noted during online registration in the *Attendee Information* section.

**Note:** Non-Federal funding will be used to provide lunch and light refreshments for all attendees.

For more information or if you have questions about the registration process, please contact Blake Kush at [blake.kush@ovs.ny.gov](mailto:blake.kush@ovs.ny.gov) or (518) 485-2761. Any other questions regarding this training should be directed to your OVS contact.

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To help improve the understanding of the major financial reporting requirements for VOCA funded programs, The **New York State Office of Victim Services (OVS)** and the **New York Council of Non Profits, Inc (NYCON)** have teamed up to offer a full-day *OVS Financial Literacy Training*. This session will feature training on the following:

- Budget Forms
- Budget Amendment Request Forms
- Fiscal Cost Report
- Position Description Form
- Functional Time Records

In addition, *OVS Financial Literacy Training* will provide information on allowable and unallowable costs, the match computation process and implications of the new DOL overtime rules.

This training is free and attendance is highly encouraged for staff responsible for financial reporting requirements for their awarded contract.



**The New York Council of Nonprofits (NYCON)** Develops and promotes an effective and vibrant charitable nonprofit community throughout New York State. We strengthen organizational capacity, act as an advocate and unifying voice, help to inform philanthropic giving and conduct research and planning to demonstrate relevance and impact.