



BDO PHA FINANCE

GET TO KNOW BDO

# PUBLIC HOUSING ACCOUNTING AND CONSULTING PRACTICE



The Public Housing Accounting Advantage

BDO PHA Finance is a division of certified public accounting firm BDO USA, LLP.

BDO PHA Finance provides accounting and management consulting services to Public Housing Authorities (PHAs) nationwide.

We are proud to be making a difference for the housing authorities that serve communities throughout the United States.

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## ▶ WHO WE ARE

### CPAs. Consultants. Advisors.

BDO PHA Finance provides accounting, audit and management consulting services to Public Housing Authorities throughout the country. Our team delivers the experience to assist PHAs with customized accounting solutions and the resources to help agencies stay current with HUD accounting requirements. BDO PHA Finance is a division of BDO USA, LLP, one of the nation's leading professional services organizations.

### Services

Our consulting services include:

- ▶ Fee accounting & compliance
- ▶ Subsidy maximization approaches
- ▶ Financial & operational assessments
- ▶ Policies and procedures
- ▶ Training
- ▶ Project based accounting & budgeting
- ▶ Management consulting
- ▶ HCV, CFP & HOPE VI consulting
- ▶ Tax credit & mixed finance consulting
- ▶ Audit finding remediation
- ▶ Internal audit
- ▶ HUD regulation assistance

### Education

BDO PHA Finance delivers industry wide education through national seminars, regional training sessions, customized on-site workshops and webinars. Our monthly e-newsletter, The Advantage Update, is among the fastest-growing periodicals in the industry.

### Value

BDO PHA Finance has served over 200 PHAs and Affordable Housing Projects. Our approach to service will provide a number of specific benefits to the Housing Authorities, including the following:

- ▶ A dedicated team committed to ensuring the momentum of the engagement, adhering to deliverable timelines, and clear and open communication
- ▶ Consistent access to conscientious professionals with relevant industry experience
- ▶ A fresh perspective on the organization
- ▶ Personalized service that addresses needs and expectations



## REQUESTS FOR PROPOSALS:

THANK YOU FOR CONSIDERING BDO PHA FINANCE FOR YOUR TECHNICAL CONSULTING NEEDS.

IF YOU HAVE ANY QUESTIONS OR REQUIRE ADDITIONAL INFORMATION, PLEASE CONTACT:

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CLAIRE E. RUSS, PHM  
 Manager  
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Housing authorities must comply with changing regulations and reductions in subsidy from HUD.

Our services assist housing authorities with HUD compliance, enhancing operational efficiency, developing tools to maximize subsidy and preparing for future opportunities.

## ► SERVICES



### Fee Accounting

A solution for processing your monthly accounting information. We will maintain a general ledger for monthly activity and provide monthly financial statements in the format that you and your board require.

Additionally, we will complete all budgeting and year-end reporting to HUD/REAC and provide work papers for independent auditors.

On a monthly basis we will provide your housing authority with the following accounting services:

- Prepare monthly bank reconciliations
- Prepare monthly adjusting journal entries
- Record receipts and disbursements
- Maintain a general ledger of all authority activity
- Prepare monthly financial reports, custom tailored to your needs
- Prepare a monthly FDS along with your Financial Ratios
- Prepare a “simple” cash flow
- Prepare and submit your 52681-B form (VMS), monthly, to REAC



### The Year-End Close

We can assist your housing authority in the analysis of your general ledgers, and provide adjusting and closing entries prior to independent audit. We will provide work papers that are audit-ready. We will prepare your HUD-required Financial Data Schedule (FDS) to obtain the highest scores for your FASS reporting, and submit the FDS to HUD’s REAC in the required time frame. Also, we will provide an analysis of your Operating Reserves and a report of observations and recommendations to ensure HUD compliance and best business practices for your housing authority.



### Asset Management Strategy

BDO will assess your housing authority’s structure in the areas of accounting and reporting, information technology, software, personnel, asset management and funding maximization. We will determine an implementation plan and help create a culture to comply with HUD’s regulation to maximize subsidy. Our consultants will train your staff and, most importantly, ensure your PHA is operating efficiently.



### Budgeting

BDO will help develop projections of revenues and expenditures for your fiscal year or for a longer time frame. We will implement and develop approaches to maximize subsidy from all funding sources (including Operating Fund subsidy, Section 8 subsidy and grant funding) and determine a beneficial allocation of expenditures. Our allocation plan will be compliant with OMB A-87 and HUD Asset Management regulations. Services for your housing authority include:

- ▶ Calculation of Operating Subsidy
- ▶ Estimates of HCV administrative fee revenue
- ▶ Development of Public Housing Budgets (AMP & COCC budgets)
- ▶ Development of a consolidated, multi-program budget (LIPH, HCV, CFP, other grants and program revenues, etc.)
- ▶ Trend analysis, Forecasting, Common size analysis



### Finance Department Assessment

Find and address issues before they become problems. We will review your housing authority's finance department for: compliance with HUD, GAAP & GASB regulations; implementation of Project Based Accounting; maximization of subsidy; organizational structure; internal control and accounting functions; competency of accounting staff; the budget process, and reporting accuracy and timeliness.

We will provide a report of observations and recommendations to correct any deficiencies and align the agency for future success.



### Property Performance

We can assist your Authority in establishing a strong foundation of property management fundamentals. We will guide your management team in developing best practices to monitor and interpret monthly site financials and constructively analyze site performance. We will assist in refining short- and long-term portfolio goals and implementing strategies to maximize your housing authority's operational performance. Services include:

- ▶ PHAS assistance
- ▶ Organizational Assessments
- ▶ Property performance enhancement
- ▶ Development of management and operational reports
- ▶ Budget development
- ▶ Property management staff training
- ▶ Compliance with HUD Asset Management requirements
- ▶ Fee for Service / staff allocation assistance
- ▶ Corrective Action Plans for non-performing properties
- ▶ Long term asset management strategies and portfolio analysis
- ▶ Property management staff training

Good quality, accurate and open client feedback allows us to enhance our performance and gauge how well we are meeting our client's expectations.

We take client service and satisfaction seriously, and continuously assess our clients' expectations and perceptions.

## ▶ OTHER SERVICES

### Assessments

- ▶ Organizational
- ▶ Finance Department

### Audit Support

- ▶ Onsite or Remote

### Cost Allocation Plan

- ▶ Fee for Service
- ▶ Allocated Overhead

### Fee Accounting

- ▶ Monthly and Year-End Reporting
- ▶ Preparation & submission of unaudited Financial Data Schedule (FDS)
- ▶ Account analysis
- ▶ Preparation of FASS & MASS Ratios
- ▶ Calculation of Excess Cash
- ▶ Preparation of work papers
- ▶ Preparation of MD&A

### Grants

- ▶ Capital Fund (CFP), HOPE VI, Replacement Housing Factor (RHF) Grants, ROSS & CDBG
- ▶ Leveraging of Capital Funds/CFFP
- ▶ Preparation of budget(s) and/or annual plan
- ▶ Preparation of P&E (Performance & Evaluation) reports
- ▶ Grant Reconciliation

### HCV/Section 8 Program Accounting & Consulting

- ▶ Funding analysis
- ▶ Utilization analysis
- ▶ 52681-B (VMS) reporting (monthly)
- ▶ Section 8 Management Assessment (SEMAP) assistance

### Mixed Finance Consulting

- ▶ Assistance with developing not-for-profits
- ▶ Preparation of various tax returns
- ▶ Fairness Opinions on capital fund leveraging

### Subsidy Calculation

- ▶ Preparation of Operating Fund Calculation Submission
- ▶ EPC assistance

### Training

- ▶ Please see page 6

### Additional services

- ▶ Asset impairment analysis
- ▶ Attest services
- ▶ Forensic engagements
- ▶ Internal auditor services
- ▶ MOA/Corrective Action Plan assistance
- ▶ Pension and/or Investment analysis
- ▶ Policies and Procedures
- ▶ Procurement reviews
- ▶ Temporary accounting staffing services
- ▶ Tenant file reviews

► EDUCATION

BDO PHA Finance is recognized for outstanding service and providing accessible and comprehensive education. We provide several annual national opportunities for Continuing Professional Education (CPE) on topics like HUD accounting, reporting and compliance requirements, and are fully certified through the National Association of State Boards of Accounting (NASBA). Attendees of our national sessions receive the appropriate number of hours of CPE in Government Auditing & Accounting.

Back to Basics: The Year End Close

Back to Basics: The Year End Close is a 2 1/2 day course offered once a year in early spring for the finance department. This seminar provides you with the latest accounting requirements to close monthly and annual books more efficiently, and submit the FDS in a timely manner. Additionally, we provide techniques to develop work papers that are audit-ready.



Previously held in: Atlanta, Ga.; New Orleans, La.; Ft. Lauderdale, Fla.

The Bottom Line: Fundamentals on Financials

The Bottom Line: Fundamentals on Financials is a 2 day workshop held in early summer for anyone who wants to be prepared to roll up their sleeves and help figure out solutions in the “budgeting meeting,” but who isn’t from accounting. Taught in plain language, the course also features the option to include your PHA’s budget versus actual reports in our course materials. We will devote a module to Interim PHAS rule.



Previously held in: Pittsburgh, Pa.; Chicago, Ill.; Dallas, Texas.; Nashville, Tenn.

Accounting Foundations: Budgeting & Subsidy Maximization

Accounting Foundations: Budgeting & Subsidy Maximization is an annual, 2½ day course offered in early fall. This seminar will provide foundations for building better budgets while maximizing funding from all programs and sources.



Previously held in: Chicago, Ill.; San Diego, Calif.; Philadelphia, Pa.

Everything You Need To Know (series)

Everything You Need To Know is a 2 day course offered in early December. This seminar will discuss strategies and techniques to survive and succeed in a year of funding cuts and industry challenges. We will also consolidate all the important goals, deadlines and hot topics for the upcoming year.



Held every year in: Las Vegas, Nev.

“Without a doubt... the best training I’ve attended in years.”

- BDO PHA Finance Seminar Attendee



BDO USA, LLP is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.learningmarket.org](http://www.learningmarket.org).



## WHAT ATTENDEES SAY ABOUT OUR SPEAKERS:

"Speakers were excellent."

"You cover a broad scope, very detailed."

"Thank you for an informative presentation!"

"You provide a very good training; most informative of any classes offered."

"Overall: excellent."

## WHAT ATTENDEES SAY ABOUT OUR WEBINARS:

"Great time and expense saver."

"The trainer is excellent! He knows the material and can bring it down to our level. I never lose interest. "

"Very good, I liked having the real life examples!"

"I loved the trainer's energy. He kept the topic very interesting, explained things very well and was well prepared for questions."

"I loved it!!"

"The event coordinator did a great job coordinating and communicating via email."

## ► CUSTOMIZED ON -SITE WORKSHOPS & WEBINARS

We provide custom-tailored on-site sessions and workshops on updates and hot topics. Our training programs can be delivered live, or remotely via webinar to eliminate travel costs. A listing of our most commonly requested sessions is below.

### HUD Accounting Updates

(Basic, Intermediate or Advanced)

Audience: Finance Staff OR General Interest

Presenter: Brian D. Alten, CPA

Duration: Any

BDO PHA Finance presents the latest on HUD financial guidance. This session will cover updated information on the Financial Data Schedule (FDS), review Interim PHAS financial ratios, HCV updates and the most recent funding information.

### PHAS in 2013

Audience: General audiences

Presenter: Claire Russ, PHM (or Brian)

Duration: 1-5 hours

BDO PHA Finance presents a hot topics session for executive directors and other PHA staff. The course will review the Interim PHAS rule and any recent or anticipated changes. Attendees will review the four sub indicators, understand scoring standards and be able to distinguish how the most recent version of the rule will impact sample agency statistics and scoring.

### PHA Diet Time: Budget Tips For Surviving Lean Times

Audience: General Interest

Presenter: Brian Alten/Claire Russ

Duration: 1-2 hours

Join BDO PHA Finance as we apply basic concepts to maximize and monitor funding and implement cost savings methods to ensure you are getting the most for your money! In this session for executive staff, we will discuss tips to reduce costs and strategies to operate a high-performing PHA in lean times.

### Money Talks: What Do Your Financials Say About You?

(Basic Or Intermediate)

Audience: Executive Staff

Presenter: Claire Russ, PHM

Duration: Any

BDO PHA Finance presents this session for the executive team. Executive Staff can learn tips and techniques to develop helpful and accessible financial reports in anticipation of the monthly board of commissioners meeting.

### Money Never Sleeps: Interpreting Budget Reports

(Basic)

Audience: Non-Financial Managers and site staff

Presenter: Claire Russ, PHM

Duration: Any

BDO PHA Finance presents this session for front-line staff. Deputies, site staff and other non-financial experts can learn straightforward tips to understanding the budget versus actual report for programs at your PHA.

### Show Me The Money: Interpreting PHA Financials For Commissioners

(Basic)

Audience: Board of Commissioners Members

Presenter: Claire Russ, PHM, (or Brian)

Duration: Any

BDO PHA Finance presents this session designed for board commissioners. Board members will learn simple strategies to quickly navigate financial reports and get the bottom line on the health of the portfolio.



### Asset Management in 2013

Audience: General audiences  
 Presenter: Brian D. Alten, CPA  
 Duration: 1-2 hours

BDO PHA Finance presents the latest on HUD financial guidance and what comes next with the final stages of Asset Management implementation.

### The Evolution of Housing Authorities and Their Programs

Audience: Board of Commissioners Members  
 Presenter: Claire Russ, PHM, (or Brian)  
 Duration: Up to half day

This session for all staff and commissioners will examine the background of public housing and review the various regulations that led the industry to Project Based Management and Accounting. Additionally, we will briefly examine what the future has in store for the Public Housing portfolio.

### HCV Financial Update: Latest Funding Issues and VMS Changes

Audience: Finance Staff  
 Presenter: Brian D. Alten, CPA  
 Duration: 1-2 hours

In this session for financial staff, attendees will learn the basics to effectively calculate, monitor and report Net Restricted Assets (NRA) in the Housing Choice Voucher Program (HCV). Attendees will be updated on the latest changes to VMS and learn how to correctly report the VMS. Additionally, the session will discuss how to estimate HAP funding and calculate Administrative Fee Revenue.

### SEMAP Fundamentals

Audience: General Interest  
 Presenter: Brian Alten/Claire Russ  
 Duration: 1 hour +

This basic session will provide a brief background of SEMAP for those PHAs administering a Housing Choice Voucher (HCV) program. The session will review the 14 indicators, bonus indicator and scoring and will provide any anticipated updates to the rule.

### Capital Fund Program Planning and Management

Audience: Finance Staff  
 Presenter: Brian D. Alten, CPA  
 Duration: 1-2 hours

This session will teach attendees to maximize funding of the Capital Fund Program for the use at the AMPs and COCC. Additionally, the course will feature a discussion of budgeting techniques and eligible costs for each Budget Line Item (BLI), an update on CFP obligation and expenditure requirements and a review of HUD CFP reporting requirements.

### Custom Training of your Choice

Audience: Your Choice  
 Presenter: Any  
 Duration: Any

Many of our core annually offered courses were developed because someone came to us with a specific need/request. Any of our 2 and 2 1/2 day sessions can be customized for your PHA or your regional or national association. Let us know what will work best for your audience this year!

## ► WEBINARS

Tired of travel? BDO PHA Finance also presents webinars on news releases, updates and hot topics. Previous topics include:

### PHAS: The New Frontier

March 25, 2011

### Healthcare Reform: Is Your Authority Prepared?

June 23, 2010

### Jumpstart Your NRA Reconciliation

November 19, 2010

December 17, 2010



## ▶ PAST EVENTS

### National Seminars

BDO PHA Finance provides several annual national opportunities for public housing accounting CPE.

Project Based Accounting and Budgeting  
Boston (Quincy), Mass.  
Philadelphia, Pa.  
Orlando, Fla.  
Maitland, Fla.  
Cleveland, Ohio  
Las Vegas, Nev.

Executive Directors & Senior Staff HUD/  
GAAP aka Living With GAAP  
Atlantic City, N.J.  
Las Vegas, Nev.  
New Orleans, La.

Intermediate to Advanced  
HUD/GAAP  
Nashville, Tenn.  
Atlantic City, N.J.  
Lake Buena Vista, Fla.

Basic HUD/GAAP Accounting  
Minneapolis, Minn.  
Lake Buena Vista, Fla.  
Chicago, Ill.  
Kissimmee, Fla.  
Pittsburgh, Pa.  
San Francisco, Calif.

Section 8 & GASB 34  
Tampa, Fla.

### Regional Training sessions

BDO PHA Finance is recognized for providing outstanding educational opportunities through training sessions delivered at regional conferences.

IAHA  
Decatur, Ill.  
Springfield, Ill.

KHA  
Bowling Green, Ky.  
Covington, Ky.

MARC-NAHRO  
Ocean City, Md.  
Atlantic City, N.J.  
Absecon, N.J.

NAHRO  
Nashville, Tenn.  
St. Louis, Mo.  
Louisville, Ky.

NJ NAHRO  
Jersey City, N.J.  
Atlantic City, N.J.  
Absecon, N.J.

NYSFHADA  
Verona, N.Y.

PAHRA  
Erie, Pa.  
Seven Springs, Pa.

PHADA  
Phoenix, Ariz.  
Las Vegas, Nev.  
Atlanta, Ga.  
Washington, D.C.  
Ft. Lauderdale, Fla.  
Seattle, Wash.

PSWRC-NAHRO  
Rancho Mirage, Calif.  
San Diego, Calif.  
Santa Barbara, Calif.  
San Francisco, Calif.  
Palm Springs, Calif.

SERC-NAHRO  
Point Clear, Ala.  
Marco Island, Fla.  
Point Clear, Ala.  
New Brunswick, N.J.  
Perth Amboy, N.J.

TAHRA  
Franklin, Tenn.  
Murfreesboro, Tenn.

THA  
Austin, Texas  
Houston, Texas  
San Antonio, Texas  
Dallas, Texas

VAHCDO  
VA Beach, Va.  
Richmond, Va.  
Norfolk, Va.

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FAHRO Executive Director's Forum  
Saint Petersburg, Fla.

South Carolina Executive Directors  
Association  
Columbia, S.C.

The Southern California Finance  
Officers Group  
Pasadena, Calif.

Illinois Directors Association  
Bloomington, Ill.

## ► OUR TEAM



BDO PHA Finance is a full-time team of certified public accountants (CPAs) and consultants led by Brian D. Alten, CPA. With dedicated industry bench strength, the BDO PHA team consists of managers, supervising seniors, senior consultants and consultants all supported by BDO USA, LLP's national infrastructure and technology platform. The Public Housing team boasts a proven track record of providing accounting and management consulting services to Housing Authorities and organizations across the United States. Best practice processes, including the unique BDO Advantage series of services, clear and open communication and nationally-recognized educational instructors set BDO PHA Finance apart as a leader in the industry.

BDO PHA Finance has served over 200 Public Housing Authorities and Affordable Housing Projects. Our approach to service will provide a number of specific benefits to your Authorities, including the following:

- A dedicated team to ensure the momentum of the engagement, adherence to deliverable timelines, an unbroken chain of communication and consistent access to conscientious professionals with relevant industry experience
- A fresh perspective on the organization
- Personalized service that addresses needs and exceeds expectations

## BDO PHA FINANCE KEY CONTACTS

BRIAN ALTEN, CPA  
Partner

NICK AURIEMMA, CPA  
Senior Manager

CLAIRE RUSS, PHM  
Manager

JAMES MANTELL, CPA, MS  
Manager

RYAN ASPINAL  
Senior Consultant

HANNAH SCHOFF  
Senior Consultant

THUC-NHI DINH  
Senior Consultant

MARK SEMANCHIK  
Senior Consultant

JOHNNY PIERCE  
Consultant

PETER ZOLTOWSKI  
Consultant

NICOLE HANNIGAN  
Consultant

KELLY PITCHER  
Consultant



## BRIAN D. ALTEN, CPA

Partner - Trainer

### EXPERIENCE SUMMARY

Prior to combining with BDO and establishing BDO PHA Finance, Brian was a Director at Asher and Company. Before joining Asher in 2005 and developing the public housing accounting practice, Brian was a partner with PHA Finance, Inc. and co-creator of "The PHA Finance Solution." He brings over 17 years of experience in the areas of accounting and financial consulting for Public Housing Authorities (PHAs) across the nation.

Brian's areas of proficiency include: the Low Income Public Housing Program, the Housing Choice Voucher Program, as well as the project-based Section 8 Moderate Rehabilitation and New Construction Programs, the Capital Fund grant, HOPEVI, ROSS, Community Development Block Grants, and various other programs and grants including the Replacement Housing Fund and Rural Development.

He has provided tax credit financial consulting to his clients, as well as mixed finance development guidance and CFFP infrastructure instruction. Brian has helped PHAs maximize both subsidy and PHAS scores. He has been selected to assist agencies that were under a MOA or designated as troubled, and has successfully graduated them of troubled status. Additionally, Brian has developed policies and procedures to improve the fiscal position of several PHAs. He has consulted with numerous authorities for the implementation of Project Based Accounting and Management, budget development and operating subsidy. Brian has worked with multiple stop loss agencies, and was instrumental in assisting his clients in complying with asset management.

In addition to his traditional responsibilities, Brian is a featured national seminar speaker on issues such as HUD, GAAP, GASB and Project Based Accounting and Reporting; and is also a contributing columnist and co-editor of a leading housing industry periodical.

### PROFESSIONAL AFFILIATIONS

American Institute of Certified Public Accountants  
 Association of Certified Fraud Examiners (ACFE)  
 National Association of Housing and Redevelopment Organizations (NAHRO)  
 Pennsylvania Institute of Certified Public Accountants

### EDUCATION

B.S., Economics, Pennsylvania State University  
 Post Bachelor Certificate, Accounting, Philadelphia University (formerly Philadelphia College of Textiles & Science)

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## NICK AURIEMMA, CPA

### Senior Manager - Trainer

#### EXPERIENCE SUMMARY

Nick Auriemma is a Senior Manager and Trainer with over 10 years of experience providing public housing accounting insight to his clients. Prior to the establishment of BDO PHA Finance, Nick was part of the management team at Asher PHA Finance. He is instrumental in developing the public housing accounting practice and carefully selecting and training the next generation of public housing accountants.

Before applying his industry expertise to consulting, Nick was the Principal Manager at an Auditing firm that focused on performing Public Housing and Affordable Housing audits. In his experience as an auditor, Nick managed engagements for governmental, non-profit and for-profit audits, with scopes that encompassed financial reporting, compliance with federal awards, and internal controls. His years of technical audit experience are an asset to his clients in reconciling financials quickly and reporting data precisely and strategically.

As a Senior Manager at BDO, Nick ensures all necessary work is completed accurately, efficiently and according to the task schedule. Nick is responsible for supervising fieldwork at the PHA's offices and preparation of the final reports.

Nick provides his clients with a superior level of account analysis, a strong financial reporting foundation and a wide range of services. He assists clients with maximizing operating subsidy and program revenue streams, assessing and improving internal controls, maintaining compliance with federal awards, and with completion of year-end reconciliations and submission of the unaudited Financial Data Schedule (FDS). Nick's experience consulting and auditing both Public Housing Authorities and Affordable Housing entities allows him to provide frontline assistance with complex grants and funds, including Capital Fund grants, Low Income Public Housing funds, the Housing Choice Voucher Program, and other various grants and programs.

Nick delivers nationwide training sessions on public housing accounting and reporting. He contributes monthly articles on relevant industry updates and best practice accounting techniques via the BDO Advantage Update newsletter.

Nick graduated from Pennsylvania State University in 2002 with highest honors, successfully passed the Uniform CPA exam in 2003; he is a registered CPA in the state of New Jersey.

#### PROFESSIONAL AFFILIATIONS

American Institute of Certified Public Accountants

National Association of Housing and Redevelopment Organizations (NAHRO)

New Jersey Institute of Certified Public Accountants

#### EDUCATION

B.S., Accounting, Pennsylvania State University



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Direct: 215-940-8001

## CLAIRE E. RUSS, PHM

### Manager - Trainer

#### EXPERIENCE SUMMARY

Claire is a Manager and Trainer for BDO PHA Finance. Claire is responsible for the Property Management & Operations portion of the BDO PHA consulting practice, as well as business development, client service and quality control.

Prior to working with BDO PHA Finance, Claire was a Property Manager at 1260 Housing Development Corporation, the second largest provider of affordable housing in Philadelphia. She managed a portfolio of scattered-site, multifamily units, working with behavioral health and HIV-diagnosed head(s) of households.

Claire has over nine years of experience in low income and affordable housing. She assists her clients with best practice compliance solutions and asset management. Her services include: policies and procedures, conducting organizational assessments, development of site based budgets, creation of cost allocation plans and non-performing property plans, development of site metrics and providing staff training.

Claire is also a co-editor and contributor to the monthly enewsletter, The Advantage Update. She develops and trains workshops that focus on PHAS compliance, budget development and basic financial linguistics, with many course tracks designed specifically for non-financial managers and their staff. She has presented educational sessions at regional and state NAHRO conferences as well as various state and national PHADA events.

#### PROFESSIONAL AFFILIATIONS

National Association of Housing and Redevelopment Organizations (NAHRO)  
Women's Medical Fund, Volunteer, Annual spring event Co-Chair

#### EDUCATION

B.A., English Writing, University of Pittsburgh  
Temple Real Estate Institute (REI)  
Licensed Real Estate Salesperson in the state of Pennsylvania  
Public Housing Manager (PHM)



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## JAMES F. MANTELL, CPA, MS

### Manager - Trainer

#### EXPERIENCE SUMMARY

James Mantell is a Manager/Trainer with BDO PHA Finance and an integral part of the Public and Affordable Housing team. Prior to joining Asher in 2006 (which combined with BDO in 2012), James worked as a controller at a privately held multi-divisional company focusing on the health care industry. His prior experience includes policies, procedures, development of internal control systems, as well as recruiting and training accounting staff.

James has managed several affordable housing audits, public housing audits, and consulting engagements. These engagements include general ledger reconstruction, budgeting assistance, accounting department assessment with recommendations. James recently acted as a CFO of a large authority and, while there, decreased the time required to process monthly accounting functions while increasing the accuracy and value of reports. He has also assisted in departmental training meetings with housing authority staff. Additionally, he has developed policies and procedures to strengthen and streamline accounting and internal controls at housing authorities. James brings with him years of technical computer expertise including Microsoft Office and various housing accounting, data mining and reporting programs.

#### PROFESSIONAL AFFILIATIONS

American Institute of Certified Public Accountants

Pennsylvania Institute of Certified Public Accountants

#### EDUCATION

M.S., Accounting, Widener University

B.S., Hotel and Restaurant Management, Widener University



**RYAN J. ASPINALL**  
Senior ConsultantEmail: raspinall@bdo.com  
Direct: 215-940-7836**EXPERIENCE SUMMARY**

Ryan is a Senior Consultant at BDO PHA Finance and joined the firm in 2009. He provides assistance with day to day accounting, year-end and monthly reconciliations and Low Income Public Housing program operating subsidy calculations, and has performed both the Controller and Finance Director functions at mid-sized agencies for six months, respectively.

Prior to working at with the PHA Finance team, Ryan participated in an internship program offered by the Exelon Corporation. General responsibilities of the internship consisted of assisting the Controller with the monthly closing procedures as well as general reporting requirements as determined by management. He also provided accounting assistance services to the BPG Management Company and Clinical Financial Services. While obtaining his associate's degree, Ryan tutored Economics, Accounting, Statistics and Finite Math at the Montgomery County Community College.

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**HANNAH J. SCHOFF**  
Senior ConsultantEmail: hschoff@bdo.com  
Direct: 215-940-7843**EXPERIENCE SUMMARY**

Hannah is a Senior Consultant with BDO PHA Finance and joined the firm in 2010. She devotes her time to providing Public Housing Authorities with accounting and consulting services. Her focus is on monthly reconciliations including monthly submission of the VMS. Hannah assists in the year-end close process for several clients and the preparation and submission of the FDS.

Prior to joining the PHA Finance team, Hannah worked as a Staff Accountant for Maco & Associates, LLC, a firm based in Collegeville, Pa. She provided accounting and consulting services for small businesses and individuals. While obtaining her degree, Hannah continued to provide bookkeeping services for select clients remotely. Hannah has recently completed the CPA examination and is pursuing her license in the state of Pennsylvania.

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**THUC-NHI DINH**  
Senior ConsultantEmail: tdinh@bdo.com  
Direct: 215-940-7867**EXPERIENCE SUMMARY**

Thuc-Nhi is a Senior Consultant for BDO PHA Finance and joined the firm in 2012. She devotes her time to providing Public Housing Authorities with accounting and consulting services.

Prior to joining the BDO PHA Finance team, Thuc-Nhi worked as a Senior Audit Associate for Reznick Group, a public accounting firm specializing in Low-income Housing Audits, in Bethesda, Md. She also worked as a Senior Audit Associate for Grant Thornton, specializing in the Financial Services field of the Audit department, in the Philadelphia office. Thuc-Nhi lead various engagements and applied her knowledge and skills in order to meet audit deadlines.

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**MARK SEMANCHIK**  
Senior ConsultantEmail: msemanchik@bdo.com  
Direct: 215-241-8953**EXPERIENCE SUMMARY**

Mark has accumulated over four years of experience in the Public Housing industry. He provides a wide variety of services to Public Housing Authorities with a focus in accounting and financial reporting. His experience includes the reconstruction of general ledgers, monthly fee accounting, grant reconciliation, year-end closes, Financial Data Schedule Reporting, and calculation/submission of operating subsidy applications.

Prior to working with the PHA Finance team, Mark worked as a Property Accountant at Thomas Properties Group, Inc, a full service real estate operating company and institutional investment manager focused on the development, acquisition, operation and ownership of commercial properties throughout the United States. Mark obtained his bachelor of science in Accounting from Susquehanna University.

## JOHNNY PIERCE

Consultant

Email: jpiercejr@bdo.com  
Direct: 215-940-7849

### EXPERIENCE SUMMARY

Johnny joined BDO PHA Finance as a Consultant in September 2012. Prior to joining the PHA team, he was an Auditor for Asher & Company, Ltd. for four years. During that time, he devoted himself to completing work papers and drafting financial statements for a full range of clients including for-profit, non-profit, government and real estate companies. His compilation, review, and audit work covered several types of transactions and also included broker/dealer, employee benefit and profit sharing plans.

As an experienced auditor, Johnny managed audit work completed by assistants and first year staff. He has also prepared and completed complex tax returns for the Asher tax department. Johnny contributes to the firm's growth via networking, interviewing potential first year staff and engaging new clients.

Prior to joining working at Asher, Johnny completed an accounting internship at Bryn Mawr Trust Company as a Comptroller in Bryn Mawr, Pa.

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## PETER M. ZOLTOWSKI

Consultant

Email: pzoltowski@bdo.com  
Direct: 215-940-7872

### EXPERIENCE SUMMARY

Peter Zoltowski is a Consultant with BDO PHA Finance. Peter provides accounting and consulting services to Public Housing Authorities and related entities. He assists with a number of functions including year-end and monthly reconciliations, subsidy calculation, FDS preparation and submission, and preparation for audits.

Peter joined the team in 2011 after graduating from Temple University with a bachelors degree in Accounting. While obtaining his degree, he worked for Aramark, a Fortune 500 company located in Philadelphia. His responsibilities included accounting, auditing, and cash handling services for its Sports and Entertainment line of business.

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## NICOLE HANNIGAN

Consultant

Email: nhannigan@bdo.com  
Direct: 215-940-7891

### EXPERIENCE SUMMARY

Nicole is a Consultant with BDO PHA Finance and joined the firm in 2012. She is responsible for aiding in day-to-day accounting and consulting.

Prior to joining the BDO PHA team, Nicole worked as an Accounting Clerk for W. Atlee Burpee, a horticultural company based in Warminster, Pa. She handled bookkeeping duties as well as credit authorization and management for vendors.

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## KELLY PITCHER

Consultant

Email: kpitcher@bdo.com  
Direct: 215-940-7847

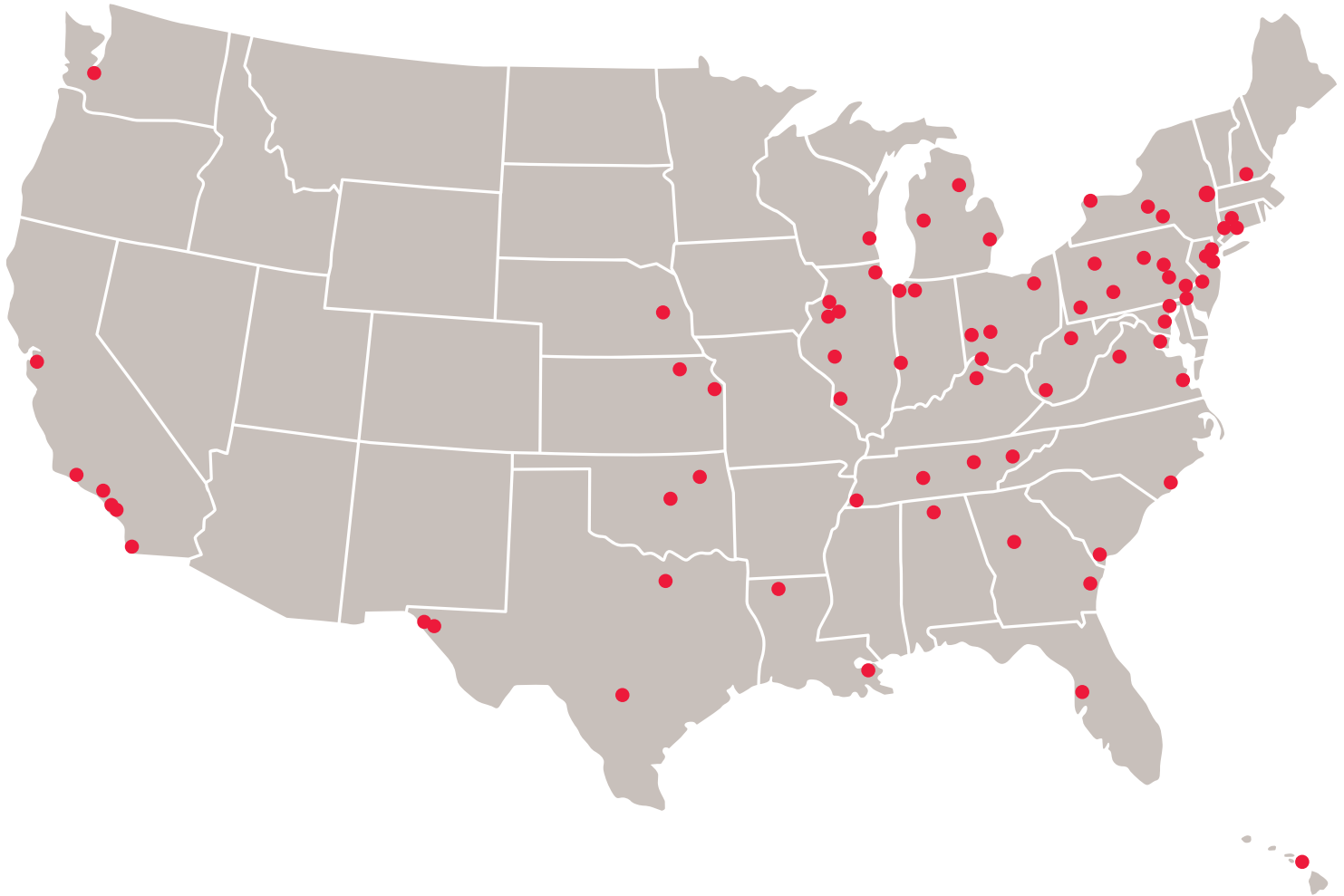
### EXPERIENCE SUMMARY

Kelly is a Consultant with BDO PHA Finance and joined the firm in 2012. She provides her Public Housing Authority clients with accounting, book keeping and consulting services. She assists with monthly reconciliations, aids in client FDS submissions, and offers support for year-end reconciliations.

Prior to joining the BDO PHA team, Kelly worked as a Staff Accountant for Avrach and Taylor, PC., a Philadelphia-based CPA firm. She performed audit and tax services as well as assisted in the strategic business planning for various entities.

## ▶ OUR CLIENTS

HOUSING AUTHORITIES SERVED SINCE 2006



Akron Metropolitan Housing Authority  
 Albany Housing Authority  
 Allentown Housing Authority  
 Annapolis Housing Authority  
 Bay City Housing Commission  
 Binghamton Housing Authority  
 Bradenton Housing Authority  
 Bridgeport Housing Authority  
 Bristol Housing Authority  
 Brunswick Housing Authority  
 Camden Housing Authority  
 Charlestown Housing Authority  
 Cincinnati Metropolitan Housing Authority  
 City of Manistee Housing Commission  
 Columbia Housing Authority  
 Cuyahoga Metropolitan Housing Authority  
 Crossville Housing Authority  
 Dallas Housing Authority  
 Dayton Metropolitan Housing Authority  
 District of Columbia Housing Authority  
 East Saint Louis Housing Authority  
 El Paso City Housing Authority  
 El Paso County Housing Authority  
 Elk County Housing Authority  
 Eureka Housing Authority  
 Fayette County Housing Authority  
 Fulton County Housing Authority  
 Gary Housing Authority

Georgetown Housing Authority  
 Havre de Grace Housing Authority  
 Henry County Housing Authority  
 Highland Park Housing Commission  
 Housing Authority of City of Texarkana  
 Housing Authority of the City of San Buenaventura  
 Housing Authority of the City of Los Angeles  
 Housing Authority of the County of Los Angeles  
 Housing Authority of New Orleans  
 Huntsville Housing Authority  
 Ithaca Housing Authority  
 Jackson Housing Authority  
 Jersey City Housing Authority  
 Kansas City Housing Authority  
 Keene Housing Authority  
 Knox County Housing Authority  
 Knoxville Housing Development Corporation  
 Lake County Housing Authority  
 Lehigh County Housing Authority  
 Lockport Housing Authority  
 Lomita Housing Authority  
 Lycoming County Housing Authority  
 Manhattan Housing Authority  
 Marion Housing Authority  
 Memphis Housing Authority  
 Milwaukee Housing Authority  
 Mishawaka Housing Authority  
 New Haven Housing Authority

New Rochelle Housing Authority  
 Newark Housing Authority  
 Newport News Redevelopment & Housing Authority  
 Ocala Housing Authority  
 Piedmont Housing Authority  
 Pierce County Housing Authority  
 Richmond Housing Authority, CA  
 Rock Island Housing Authority  
 Rome Housing Authority  
 San Antonio Housing Authority  
 San Diego Housing Commission  
 San Francisco Housing Authority  
 Shawnee City Housing Authority  
 Springfield Housing Authority  
 Springfield Metropolitan Housing Authority  
 Staunton Redevelopment & Housing Authority  
 Terre Haute Housing Authority  
 Thomaston Housing Authority  
 Tulsa Housing Authority  
 Virgin Islands Housing Authority  
 Waterbury Housing Authority  
 Watervliet Housing Authority  
 Williamsburg Redevelopment and Housing Authority  
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 Wilmington Housing Authority, NC

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