

Goals and Objectives; Accounting and Administration updated 11/12/2025

1. Attain the maximum points available with HUD's Financial Assessment Scoring System (FASS)

HUD uses three sub-indicators for scoring. Maximum points available: 25 points.

- Quick Ratio Goal: 12 points
- Month's Expandable Net Assets Ratio (MENAR) goal: 11 points
- Debt Service Coverage Ratio (DSCR) goal: 2 points

2. Meet federal and state employment and vendor reporting requirements.

Item	Bi- Weekly	Monthly	Quarterly	Annually	As Needed	Upon Hire
I-9 form						x
New Hire Reporting						x
W-2 Form				x		
W-4 Form					x	x
W-9 Form (vendors)					x	x
Updated Certificate of Insurance forms				x	x	
1099 Forms to Vendors & Landlords				x		
1096 Forms to IRS				x		
NMRHC Deductions & Contributions	x					
PERA Deductions & Contributions	x					
NMRHC Reporting & payments		x				
PERA Reporting & payments	x					
Workers Comp Reporting			x			
Unemployment Reports			x			
941 Reports and Payments			x			

3. Audit monitoring and compliance

Goal is to meet all audit deadlines as set forth in uniform financial reporting standards 24 CFR section 5.801, and as outlined in subsection 2.2.2.9 NMAC

Fiscal Year End	30-Jun
Unaudited Due Date (HUD)	31-Aug
Audited Due Date (HUD)	31-Mar
NM Office of the State Auditor Due Date	1-Dec

4. Technological/Organizational Advancement

- Work with PHA Web to update existing website, to go live by March 31,

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2026.

- Establish Tenant and Applicant portals on our website by June 30th, 2026.
- Establish electronic Inventory system by December 31, 2026.
- Roll forward of 3- & 5-year computer replacement plan for GHA server and computers. Continue to monitor and replace as needed (2026 – 2029)
- Update existing and/or create new accounting department financial policy
- Create new procedure guides for the Accounting Department
- Purge all applicable departmental documents from file rooms, then convert paper files to PDF files
- Modify retention policy and submit for board approval

5. Staffing and Development:

Accountant

- Applicable training related to Federal, State, Local, or HUD updates, changes, or policy revisions, upon availability
- Any HUD Reporting System training or Semi-annual training
- Biannual Housing Choice Voucher Funding and Budgeting
- Executive Director certification renewal by 06/30/26
- Procurement Officer Certification through NM edge, every two years
- Bi-Annually; Payroll and HR Law
- Harper's payroll Report Writer Training by 03/31/2026, then as needed
- All applicable PHA Web Trainings available

Assistant

- Haper's Payroll update courses:
 - Report Writer Training by 03/31/2026, then as needed
 - Payroll Forward Review by 03/31/2026, then annually
 - Year End overview Webinar annually
- Bi-Annually; Payroll and HR Law
- Payroll tax and contribution filing and reporting on PERA, VOYA Smart Save, and NMRHC, as offered by state agencies. In-house training on PERA reporting with a goal of being fully responsible for reporting and monitoring by 06/30/26
- Ongoing; Any applicable training related to Federal and State, updates, changes, or payroll requirements
- How to Manage & Organize Accounts Payable; Bi-annually
- All applicable PHA Web Trainings available