

A Cost Allocation Primer

On-Line Event: June 24 - June 30, 2010

Cost allocation is a process of assigning a cost to an item shared by two or more programs. The goal is to ensure that each program bears its fair share, and only its fair share, of the total cost of the item. In Head Start grantee agencies, cost allocation refers to the allocation of costs to various sources of funding, not to accounting categories. Programs that have multiple funding sources need to have a way to assign costs to the correct payment stream.



A Cost Allocation Primer is an on-line event designed to assist the various staff who have the responsibility in developing internal cost allocation policies and to discuss various strategies for implementing procedures to allocate costs to its various funding sources. Participants will utilize Western Kentucky University's **Blackboard** system to download workshop materials and assignments and to participate in conversations and sharing information. *There are no hotel expenses, no travel, and you may do the work from your office or home.* This workshop is also designed to be accessed at whatever times are convenient for participants within the workshop period. (Prior knowledge of **Blackboard** is helpful, but not required.)

Due to the requirements of our Information Technology administrators, registrations for this event must be received 10 days prior to the start of the event. Therefore, registrations received after June 14, 2010 will be returned. The Standard Registration Fee is \$175 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$165 per person. (Some restrictions may apply based on level of subscription; see page 5 or visit www.ttas.org/ays.html for information on how to become a subscriber.) For details on registering, including how to earn .6 Continuing Education Credits (CEUs) for this event, please see page 2.

Participation Considerations

- This is an "individual participation" event. Participants must register individually and must have a current, valid, and active personal e-mail address to participate. Groups of individuals cannot participate using a single e-mail address.
- Delays in accessing the training may occur based upon the speed and reliability of your Internet access. We recommend a high speed connection with Internet Explorer 7 or Firefox 3.0.15 and up-to-date Java and Windows software.

Learning Outcomes

- ★ Participants will receive an overview of cost allocation requirements.
- ★ Participants will better understand and acquire information about developing cost allocation bases.
- ★ Participants will better understand the requirements of the appropriations law as it pertains to cost allocation.
- ★ Participants will gain further insight into and understanding of the audit requirements.

Your Presenter



Christopher Watkins, Finance & Management Specialist, has consulted extensively with local programs and has developed and presented hundreds of management and financial workshops throughout the country. Chris' areas

of specialty include turn-around strategies, program governance, strategic and short-term planning, and preparing for Federal reviews. He has a Certificate in Non-Profit Management from Duke University, an MA in Economics from American University, and a BS in government and an MBA from Western Kentucky University.

Tentative Study Sessions

Session One: Cost Allocation Requirements
Session Two: Developing A Cost Allocation Base and Planning for Your Program
Session Three: Monitoring Cost Allocation Plans and Audit Requirements
Session Four: Cost Allocation Planning Documentation

Registering for T/TAS Events

It is easy to register for events sponsored by T/TAS. There are three methods for registering:

- ★ **To Register On-Line:** To register for any T/TAS event, visit our web site at www.ttas.org/calendar.html, locate the event you wish to register for, and then click on the **Register** button.
- ★ **To Register By Mail:** Complete and return the attached Registration Form with check, money order, or Purchase Order (made out to T/TAS), or with Credit Card info (Visa, MasterCard, or Discover) to: **T/TAS, 1906 College Heights Boulevard, #11031, Bowling Green, Kentucky 42101-1031.**
- ★ **To Register By Fax:** Complete and fax the attached Registration Form with Purchase Order or Credit Card (Visa, MasterCard, or Discover) information to our office at 270-745-3340 or 270-745-2142.

Registration forms will not be processed unless accompanied by payment, credit card info, or Purchase Order. Registrations will be accepted until events fill.

Enrollment is Limited: T/TAS cannot guarantee enrollment at events. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. T/TAS is not liable for any hotel or travel penalties or fees that may be incurred by participants or registrants.

Confirmation of Registration: Registrations can only be confirmed by e-mail. Please provide your e-mail address on the registration form if you wish to receive a confirmation. If you do not receive a confirmation within five days of registering for the event, please contact Mike Hartz at 800-882-7482.

Cancellations/Substitutions Policy: If you cancel your registration in writing 10 or more business days before the event, registration fees will be refunded, less a \$25 enrollment charge. No refunds will be made less than 10 business days prior to the event; however, you may designate a substitute to attend in your place. T/TAS reserves the right to cancel the event if enrollment criteria are not met or when conditions beyond our control prevail. In the event of cancellation, each registrant will be contacted. The liability of T/TAS is limited to the refund of registration fees only.

Continuing Education Units (CEUs): Western Kentucky University offers Continuing Education Units (CEUs) for participants successfully completing a T/TAS training seminar. To apply for CEUs, please complete the appropriate section of the attached registration form and include an additional fee of \$25 per person. Consult the event registration form to learn how many CEUs will be offered for each event.

T/TAS Also Brings the Training to You

T/TAS is a leading provider of on-site professional development training and technical assistance. Our knowledgeable experts deliver the same high-quality training and materials in your local program setting, reaching **all** of your staff at a cost competitive with the cost of sending just a few to a conference or seminar. **Most of the events in our annual and quarterly training catalogs can be adapted for presentation in your local program or cluster.**

T/TAS also specializes in designing training specifically for delivery on-site in your local program, including such titles as *Preparing for An On-Site Federal Review*; *Program Governance: Road Map to Success for Decision-Makers*; *Positive Guidance: Making A Place for Everyone*; *Self-Assessment*; *The Supervisor/Mentor Coach Institute*; *Five Parenting Behaviors That Predict Success in School*; *Supporting the Involvement of Fathers in the Lives of Young Children*; and *Ongoing Monitoring: The Key to Quality in Head Start*. To learn more or to schedule training, call 800-882-7482.



Event Registration Form

PLEASE COMPLETE ALL FIELDS AND PRINT NAME & POSITION of person attending exactly as it should appear on the name tag. Copy form as necessary for registering additional persons.

Name: _____ Position: _____

E-Mail Address: _____

Agency/Program: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Enrollment is Limited: T/TAS cannot guarantee enrollment in any event. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. There will be no on-site registration.

EVENT	SELECT FEE(S)
<input type="checkbox"/> A COST ALLOCATION PRIMER: ON-LINE EVENT, JUNE 24-30, 2010	<input type="checkbox"/> Standard Registration: \$175 <input type="checkbox"/> TTAS@Your Service Subscribers: \$165 * <input type="checkbox"/> Check if requesting .6 CEUs (6 contact hours) from Western Kentucky University and include an additional \$25 in payment.

* Subscribers, please include **TTAS@Your Service** Enrollment No. _____. Some restrictions may apply; visit www.ttas.org/ays.html for information on becoming a subscriber.

CHECK METHOD OF PAYMENT (Forms will not be processed unless accompanied by payment):

- Check payable to T/TAS.
- Purchase Order No. _____ payable to T/TAS.
- Credit Card (Mastercard, Visa, Discover only): _____ - _____ - _____ - _____
 Expiration Date: _____ Signature: _____
Visa Card Users, please include 3-digit V number from back of card: _____

Return to: **T/TAS**
1906 College Heights Boulevard #11031
Bowling Green, Kentucky 42101-1031
Fax: 270-745-3340 or 270-745-2142
Call 800-882-7482 for more information

ACCESSIBILITY NEEDS:
Do you have any disability that requires special materials or services?
Do you have a special dietary need?

Cancellations: To obtain a refund of registration fees (less \$25 enrollment charge), cancellations must be received **in writing** 10 working days prior to the start of the event. EIN61-1358086