

Fiscal Planning for Program Staff

On-Line Event: May 3 - May 11, 2010



Grantee agencies, along with their Head Start and Early Head Start programs, are required to perform a minimum level of fiscal planning. Often, this planning is performed without using the full range of data resources available. In order to more fully justify program budgets and decisions, **Fiscal Planning for Program Staff** is designed to aid managers in developing budgets by drawing upon the cavalcade of data available to inform decisions. Participants will discuss conclusions that should be derived from the Community Assessment; Community Assessment information and its impact on the budget; information that can be derived from program plans and from monitoring reports; the impact of self-assessment findings on the budget; and information from last year's budget and budget amendments.

Fiscal Planning for Program Staff is an on-line training designed for non-fiscal staff to gain an understanding of the fiscal planning cycle. Participants will be asked to use their own program plans, self-assessment results, community assessment, and monitoring results during the training to develop actual budgets. An accounting background is not required for participation. Participants will be utilizing 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 designed to be accessed at times convenient for participants within the workshop period. (Prior knowledge of **Blackboard** is helpful but not required.)

Due to the requirements of the Information Technology administrators, registrations for this event must be received 10 days prior to the start of the event. Therefore, registrations received after April 22, 2010 will be returned. The Standard Registration Fee is \$175 per person for all six segments of the training. 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 becoming a subscriber.) For details on registering, including information on earning .6 Continuing Education Units (CEUs), 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.

Your Presenter



Christopher Watkins, Finance and Management Specialist, has developed and presented hundreds of management and financial workshops across the country. His 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, a BA in government, and an MBA.

Learning Outcomes

- ★ Participants will be introduced to the Planning Cycle.
- ★ Participants will be better equipped to utilize the community and self assessments as a tool for budget development.
- ★ Participants will be better able to utilize monitoring results to aid in budget development.

Tentative Study Sessions

Session One: Introducing the Planning Cycle & Head Start/ Early Head Start Budgeting Techniques

Session Two: How the Results from Self-Assessment Should Be Impacting Plan Development

Session Three: Data Elements from the Community Assessment Which May Impact Service Delivery and Costs

Session Four: The Program's Internal Monitoring Results and Their Effects on Budget Development

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"/> FISCAL PLANNING FOR PROGRAM STAFF: ON-LINE EVENT, MAY 3 - MAY 11, 2010	<input type="checkbox"/> Standard Registration: \$175 <input type="checkbox"/> T/TAS@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 **T/TAS@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