

# The Head Start Fiscal Protocol

**November 10-11, 2010, Embassy Suites Nashville at Vanderbilt,  
Nashville, Tennessee**

**January 12-13, 2011, Hyatt St. Louis at the Arch, St. Louis, Missouri**



The revised Head Start Fiscal Protocol places a greater emphasis on the oversight responsibility of governing bodies to develop and implement effective policies and procedures that provide reasonable assurance that Head Start funds are used solely for their authorized purpose. Over the past several years, the Fiscal Protocol has been revised to include additional financial compliance areas.

*The Improving Head Start for School Readiness Act of 2007* included language for the use of a Risk Based Assessment Approach as part of Federal monitoring. In addition, the legislation requires an annual review of the Fiscal Protocol to ensure the design and implementation of the monitoring tool adequately measures the compliance of grantees and delegate agencies with applicable fiscal laws and regulations. As a result of these changes, the Fiscal Protocol is revised annually.

Using a Risk Based Assessment Approach, **The Head Start Fiscal Protocol** provides Head Start Fiscal Staff,

Directors, Executive Directors, Management Staff, and Governing Body and Policy Council members with an understanding of the changes to the Fiscal Protocol. The institute also provides participants with information on how to prepare and comply with the requirements of the Head Start Fiscal Protocol. Topics that will be discussed include Governance and Internal Controls, Use of Head Start Grant Funds, Compensation, Grantee Property, Financial Reports, and Non-Federal Share.

The Standard Registration Fee is \$250 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$240 per person. (Some restrictions may apply based on the level of your subscription; please visit [www.ttas.org/ays.html](http://www.ttas.org/ays.html) for information on how to become a subscriber.) Register for this event and **Preparing for An On-Site Federal Review** (page 38) and qualify for the discounted Standard Registration of \$240 or the Subscriber rate of \$230. For details on registering, including information on earning .7 Continuing Education Units (CEUs) for this event, please see page 4.

## Learning Outcomes

- ★ Participants will receive a detailed overview of the 2011 Office of Head Start Fiscal Protocol;
- ★ Participants will be provided with information on the interrelationships among the Fiscal Protocol and the protocols for Governance, Planning, Record Keeping, and Eligibility, Recruitment, Selection, Enrollment, and Attendance;
- ★ Participants will discuss strategies and issues related to fiscal monitoring; and
- ★ Participants will review and better understand the changes made to the Fiscal Protocol to be in accordance with *The Improving Head Start for School Readiness Act*.

## Your Presenter

**Perry Davis**, Fiscal/Management Specialist, provides technical assistance and training in the areas of finance and management, including cost allocation, non-Federal share, systems integration, inventory control, and budget



development and monitoring. Prior to joining T/TAS, Perry served as the Program Operations Manager of a large Head Start/ Early Head Start program in Mississippi. He has an MBA with a concentration in Finance.

*(T/TAS reserves the right to substitute presenters as circumstances warrant.)*

## Hotel Accommodations

Room blocks will be held until the stated deadline or until the block is sold out, whichever comes first. Reservations are accepted on a space and rate availability basis by the hotel, and room blocks often fill quickly. Please consult the hotel for information on their specific cancellation policies, to learn about additional charges that may apply to hotel guests (i.e., parking fees, local phone charges, internet access fee, etc.), and to learn about available amenities, such as room service, in-house dining, and additional area attractions.

### November 10-11, 2010, Nashville, Tennessee

The Embassy Suites Nashville at Vanderbilt is located at 1811 Broadway in Nashville, Tennessee. Hotel accommodations are available at the special conference rate of \$149 per night, single or



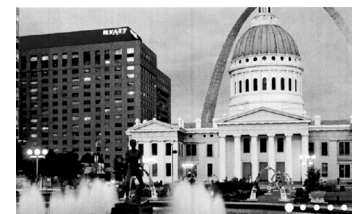
double occupancy (plus applicable taxes and \$10 resort fee). To qualify for the special conference rate, please state that you will be attending **Head Start Prepare for Review Meeting** when making your hotel reservations. Please make your reservations **no later than October 8, 2010** by calling 615-277-4962.

The Embassy Suites Nashville is situated in Nashville's West End, in the heart of Music Row and Midtown. Enjoy breakfast or dinner in the garden Atrium or dine at the Omaha Steakhouse. Enjoy all that Nashville has to offer, including the historic Second Avenue/Broadway district, Tootsie's Orchid Lounge, The Wildhorse Saloon, Coyote Ugly, Buffalo Billiards. B.B. King's, and the Bluebird Cafe; the Ryman Auditorium, the Country Music Hall of Fame, and the Grand Ole Opry; Nashville Shores Water Park; Nashville Zoo; Cheekwood Botanical Gardens; and Nashville's historic Centennial Park featuring the Parthenon.

### January 12-13, 2011, St. Louis, Missouri

The Hyatt St. Louis at the Arch is located at 315 Chestnut Street in St. Louis, Missouri. Hotel accommodations are available at the special conference rate of \$96 per night, single or double occupancy (plus applicable taxes). To qualify for the special conference rate, please state that you will be attending **Head Start Prepare for Review** when making your hotel reservations. Please make your reservations **no later than December 23, 2010** by calling 314-655-1234, 888-421-1442, or 402-592-6464.

The Hyatt Regency is home to the world-famous Ruth's Chris steakhouse. Or, if you prefer a more casual dining experience, visit the Red Kitchen & Bar or Brewhouse, or pick up a latte and freshly-made pastry at Starbucks. The famed Gateway Arch is just steps from the hotel's front door, or you can visit area attractions such as the Anheuser Busch Brewery, Busch Stadium, the St. Louis Zoo, Union Station, Edward Jones the Missouri Botanical Gardens, St. Louis' riverfront casinos, the Fox Theatre, the St. Louis City Museum, or the Soulard Farmers Market.



## Tentative Agenda

### Day One

Noon - 1:00 p.m.	Registration
1:00 - 3:30 p.m.	Opening
	Pre/On-site Documents
	Governance
	Internal Controls
3:30 - 3:45 p.m.	Break
3:45 - 5:00 p.m.	Use of Head Start Grant Funds

### Day Two

8:30 - 10:15 a.m.	Use of Head Start Grant Funds (Cont'd)
	Grant Property
	Compensation
10:15 - 10:30 a.m.	Break
10:30 a.m. - Noon	Financial Reporting
	Management Systems
	Wrap-Up and Adjournment

# Registering for T/TAS Events

- ★ **To Register On-Line:** Go to [www.ttas.org/calendar.html](http://www.ttas.org/calendar.html), locate the event for which you wish to register, and then click on the **Register** button. OR you can visit our home page at [www.ttas.org](http://www.ttas.org), click on the **On-Line Registration** link, and select the event for which you wish to register.
- ★ **To Register By Mail:** Copy the Registration Form in this catalog; OR go to [www.ttas.org/calendar.html](http://www.ttas.org/calendar.html), click on title of the event for which you wish to register, and print the Registration Form from the on-line post; OR call 800-882-7482 and we will send the form you need by mail, fax, or e-mail. Complete the form, and return 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:** Copy the Registration Form in this catalog; OR go to [www.ttas.org/calendar.html](http://www.ttas.org/calendar.html), click on title of the event for which you wish to register, and print the Registration Form from the on-line post; OR call 800-882-7482 and we will send the form you need by mail, fax, or e-mail. Complete the form, and fax your Registration Form with Purchase Order or Credit Card info (Visa, MasterCard, or Discover) 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. ***Due to the requirements of the Information Technology administrators, registrations for all on-line events must be received 10 days prior to the start of the event.***

**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 your registration form and include an additional fee of \$25 per person. Consult the event description to learn how many CEUs are offered for each event.

## T/TAS Also Brings the Training to You

Did you know that T/TAS is also a leading provider of **on-site** professional development opportunities? 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 training catalogs can be adapted for presentation to your local program or to a cluster of programs in your geographic area. T/TAS also specializes in adapting our training style and content to meet the specific needs of your program, staff, and colleagues. To learn more, to discuss your local training needs, 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.

SELECT EVENT	SELECT FEE(S)
<p><b>THE HEAD START FISCAL PROTOCOL</b></p> <p><input type="checkbox"/> NOVEMBER 10-11, 2010, EMBASSY SUITES NASHVILLE AT VANDERBILT, NASHVILLE, TN</p> <p><input type="checkbox"/> JANUARY 12-13, 2011, HYATT ST. LOUIS AT THE ARCH, ST. LOUIS, MO</p>	<p><input type="checkbox"/> Standard Registration: \$250</p> <p><input type="checkbox"/> <b>TTAS@Your Service</b> Subscribers: \$240 *</p> <p><input type="checkbox"/> Check if requesting .7 CEUs (7 contact hours) from Western Kentucky University and include an additional \$25 in payment.</p>

\* Subscribers, please include **TTAS@Your Service** Enrollment No. \_\_\_\_\_. Some restrictions may apply; visit [www.ttas.org/ays.html](http://www.ttas.org/ays.html) for information on becoming a subscriber.

Room blocks often fill quickly; please make your hotel reservations by the date listed in the conference descriptions.

**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.