



The Office of Head Start's National Center on Program Management and Fiscal Operations under the auspices of Center partner WKU present:

Financial Reporting: Key to Accountability

March 22-23, 2011
Hyatt Regency Cincinnati
Cincinnati, Ohio

The emphasis on reporting financial information and implementing appropriate internal controls to safeguard Federal funds continues to increase. In fact, enactment of *The Improving Head Start for School Readiness Act of 2007* specifies reporting requirements for grantee and delegate agencies such as:

- Making a report available to the public at least once in each fiscal year explaining budgetary expenditures and proposed budget;
- Submitting a complete, annual account of agency administrative expenses to OHS;
- Submitting an improvement plan to OHS on strengthening areas (including fiscal) identified by the self-assessment as weaknesses or in need of improvement;
- Ensuring submission of an annual Audit Management Letter which includes findings related to the program's fiscal management, and
- Providing monthly financial statements, including credit card expenditures, to the governing body and policy council.

In addition, grantee and delegate agencies must report the results of financial monitoring to ensure the program is working toward meeting established goals and objectives, and submitting Federal reports including the SF-425 and SF-269 and the quarterly *American Recovery and Reinvestment Act (ARRA)* report. In order to meet reporting requirements, grantees and delegate agencies must develop and implement a financial reporting system that generates accurate, complete, and current financial reports.

Financial Reporting: Key to Accountability will also focus on the information from accounting records that is necessary to prepare reports; explore strategies to structure financial reports to ensure users understand the information; and discuss ways to meet the additional reporting requirements of the new Head Start Act. The institute is designed for Financial Staff, Program Managers, Directors, Executive Directions, and Board, Policy Council and Policy Committee Members.

The Standard Registration Fee is \$150 per person. For details on registering, including information on earning .9 Continuing Education Units (CEUs) for this event, please see page 36.

Learning Outcomes

- ★ Participants will understand the relationship between the grantee's and delegate agencies' accounting records and financial reporting.

- ★ Participants will be provided with strategies to meet the Financial Reporting requirements in the Head Start Act.
- ★ Participants will develop and implement financial monitoring activities to adequately monitor progress and report data.
- ★ Participants will be able to complete the SF-425 and SF-269 and the quarterly *American Recovery and Reinvestment Act (ARRA)* reports.

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. Perry

has served as the Program Operations Manager of a large Head Start and Early Head Start program in Mississippi. He has an MBA with a concentration in Finance.

(WKU reserves the right to substitute presenters as circumstances warrant.)

Hotel Accommodations

The Hyatt Regency Cincinnati is located at 151 West Fifth Street in Cincinnati, Ohio. Hotel accommodations are available at the special conference rate of \$119 per night for single or double occupancy (plus applicable taxes).

To qualify for the special conference rate, please identify yourself as a member of **Head Start Fiscal Training** when making your hotel reservations. Please make your hotel reservations **no later than February 20, 2011** by calling 513-579-1234 or 888-421-1442.



To qualify for the special conference rate, please state that you will be attending Head Start Fiscal Training. The room block 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 attraction.

A familiar landmark of the city skyline, the Hyatt Regency Cincinnati offers every possible convenience under one roof. Stroll across the enclosed second-level skywalk Tower Place Shopping Mall, or attend an event at Duke Energy Convention Center, Paul Brown Stadium, or Great American Ball Park. Dining options include Findlay's, offering the option of full buffet, a la carte menu items, and take out; and Champ's, Cincinnati's only downtown sports restaurant and bar. Guests can also visit the Cincinnati Museum Center / Newport Aquarium, the Cincinnati Zoo & Botanical Garden, Sawyer Point Park, Kings Island Theme Park, or Newport on the Levee and Mainstrasse Village.

Tentative Agenda

Tuesday, March 22, 2011

8:00 - 9:00 a.m.	Registration
9:00 - 10:30 a.m.	The Financial Reporting Requirements of the 2007 Head Start Act
10:30 - 10:45 a.m.	Break
10:45 a.m. - Noon	The Financial Reporting Requirements of the 2007 Head Start Act (Cont'd)
Noon - 1:15 p.m.	Lunch on Your Own
1:15-2:45 p.m.	The Administrative Requirements & Cost Principles Requiring Financial Reports
2:45 - 3:00 p.m.	Break
3:00 - 4:30 p.m.	The Administrative Requirements & Cost Principles Requiring Financial Reports (Cont'd)

Wednesday, March 23, 2011

8:30 - 10:15 a.m.	The Relationship Between the Management and Financial Reporting Systems
10:15 - 10:30 a.m.	Break
10:30 a.m. - Noon	Completing the SF-425 and SF-269 Using Financial Reports and Accounting

Registering for National Center events through WKU

- ★ **To Register On-Line:** Go to 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, click on the **On-Line Registration** link, and select the event for which you wish to register.
- ★ **To Register By Mail:** Print the Registration Form on the following page; OR go to 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 **WKU**), or with Credit Card info (Visa, MasterCard, or Discover) to: **WKU T/TAS, 1906 College Heights Boulevard #11031, Bowling Green, Kentucky 42101-1031.**
- ★ **To Register By Fax:** Print the Registration Form on the following page; OR go to 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.**

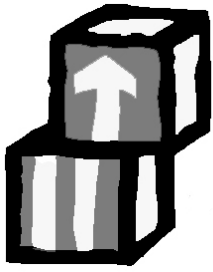
Registration forms will not be processed unless accompanied by payment, credit card info, or Purchase Order. Registrations will be accepted until events fill. *Due to the requirements of the Information Technology administrators, registrations for all on-line events must be received 10 days prior to the start of the event.*

Enrollment is Limited: National Center partner WKU 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. National Center partner WKU 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. National Center partner WKU 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 National Center partner WKU 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 this National Center partner WKU 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 this event.



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: National Center partner WKU 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"/> FINANCIAL REPORTING: KEY TO ACCOUNTABILITY, MARCH 22-13, 2011, HYATT REGENCY CINCINNATI, CINCINNATI, OH	<input type="checkbox"/> Standard Registration: \$150 <input type="checkbox"/> Check if requesting .9 CEUs (9 contact hours) from Western Kentucky University and include an additional \$25 in payment.

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

Return to: **WKU / 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