

Fiscal Planning for Program Staff

On-Line Event: February 21 - March 2, 2011

Grantee agencies along with their Head Start and Early Head Start programs are required to perform at least a minimum level of fiscal planning. Often, this planning is performed without using the wide 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;
- Information that can be obtained 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 to help non-fiscal staff 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 February 10, 2011 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; visit www.ttas.org/ays.html for information on how to become a subscriber.) For details on registering, including information on earning .6 Continuing Education Units (CEUs), please see page 3.

Learning Outcomes

- Participants will be introduced to the Planning Cycle for program fiscal staff.
- Participants will be better equipped to utilize the Community Assessment as a tool for budget development.
- Participants will become proficient in utilizing Self-Assessments in budget development.
- Participants will be better able to utilize program plans and monitoring results to aid in budget development.

Your Presenter



Christopher Watkins, Finance and 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 M.A. in Economics from American University, and a BA in government and an MBA from Western Kentucky University.

Important Participation Information

- ★ This is an "individual participation" on-line 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.
- ★ Participants may experience delays in accessing the training based upon the speed and reliability of their 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.
- ★ At the beginning of the workshop period, registrants will receive an introductory e-mail explaining how to log onto WKU's *Blackboard* system to begin accessing materials.
- ★ Session materials for on-line training will be posted on the Internet and participants may access them at whatever time is convenient within the workshop period.
- ★ It is recommended that participants log in daily to check for postings from the trainer. The trainer will post instructions, documents, articles, and/or PowerPoint presentations throughout the workshop period. There may also be a few assignments or quizzes during the workshop.
- ★ Participants are required to join in the on-line discussion and give feedback.
- ★ The workshop is designed to be completed at your own pace. On average, it will take approximately 90 minutes to complete each of the four sessions or about 6 hours to complete the entire training.



Tentative Agenda

Session One:

Introducing the Planning Cycle and 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

- ★ **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 **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:** 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: 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 and 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 EDITION, FEBRUARY 21 - MARCH 2, 20011	<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 **T/TAS@Your Service** Enrollment No. _____. Some restrictions may apply; visit 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. EIN61-1358086