



Financial Reporting: Key to Accountability

March 3-4, 2010, Hyatt Regency Jersey
City, Jersey City, New Jersey

June 16-17, 2010, Hilton Garden Inn New
Orleans, New Orleans, Louisiana

The emphasis on reporting financial information and implementing appropriate internal controls to safeguard Federal funds continues to increase. In fact, the recent 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;
- Submitting an improvement plan to strengthen areas (including fiscal) identified by the self-assessment as weaknesses or in need of improvement; 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 (formerly SF-269 and PSC-272) 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 enacted with the new Head Start Act.

The Standard Registration Fee is \$300 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$285 per person. (Some restrictions may apply based on your level of subscription; please visit www.ttas.org/ays.html for information on becoming a subscriber.) For details on registering, including information on earning .9 Continuing Education Units (CEUs) for this event, please see page 3.

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 and 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.)*



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 Improving Head Start for School Readiness Act of 2007*.
- ★ Participants will develop and implement financial monitoring activities to adequately monitor progress and report data.
- ★ Participants will be able to complete the SF-425 (formerly SF-269 and PSC-272) and the quarterly *American Recovery and Reinvestment Act (ARRA)* reports.

Hotel Accommodations

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, and to learn about additional charges that may apply to hotel guests (i.e., parking fees, local phone charges, internet access fee, etc.). Ask the hotel for additional information on available amenities, such as room service and additional area attractions.

March 3-4, 2010, Jersey City, New Jersey

The Hyatt Regency Jersey City, New Jersey is located at Two Exchange Place in Jersey City, New Jersey. Hotel accommodations are available at the special conference rate of \$129 per night for single or double occupancy (plus applicable taxes). To qualify for the special conference rate, please state that you will be attending **Head Start Financial Reporting** when making your reservations. Please make your hotel reservations **no later than February 8, 2010** by calling 201-469-4750 or 800-233-1234.

June 16-17, 2010, New Orleans, Louisiana

The Hilton Garden Inn New Orleans Convention Center is located at 1001 South Peters Street in New Orleans, Louisiana. Hotel accommodations are available at the special conference rate of \$89 per night for single or double occupancy (plus applicable taxes). To qualify for the special conference rate, please state that you will be attending **Head Start Financial Reporting** when making your reservations. Please make your hotel reservations **no later than May 16, 2010** by calling 877-782-9444 or 504-525-0044.

Tentative Agenda

Day One

8:00 - 9:00 a.m.	Registration
9:00 - 10:30 a.m.	Developing Accurate, Complete and Current Financial Reports
10:45 a.m. - Noon	The Financial Reporting Requirements of The Improving Head Start for Readiness Act of 2007
Noon - 1:15 p.m.	Lunch on Your Own
1:15-2:45 p.m.	Collecting and Reporting the Results of Financial Monitoring
3:00 - 4:30 p.m.	Using Financial Reports to Measure Progress Toward Meeting Financial Objectives

Day Two

8:30 - 10:15 a.m.	Completing the SF-425 and ARRA report, Using Financial Reports and Accounting Records
10:30 a.m. - Noon	Completing the SF-425 and ARRA report, Using Financial Reports and Accounting Records (Cont'd)

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)
<p>FINANCIAL REPORTING: KEY TO ACCOUNTABILITY</p> <p><input type="checkbox"/> MARCH 3-4, 2010, HYATT REGENCY JERSEY CITY, JERSEY CITY, NEW JERSEY</p> <p><input type="checkbox"/> JUNE 16-17, 2010, HILTON GARDEN INN NEW ORLEANS CONVENTION CENTER, NEW ORLEANS, LOUISIANA</p>	<p><input type="checkbox"/> Standard Registration: \$300</p> <p><input type="checkbox"/> T/TAS@Your Service Subscribers: \$285 *</p> <p><input type="checkbox"/> Check if requesting .9 CEUs (9 contact hours) from Western Kentucky University and include an additional \$25 in payment.</p>

* 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