



# Fiscal Planning for Program Staff

## An On-Line Event

### July 10 - 24, 2012

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;
- Information that can be derived from program plans and monitoring reports;
- The impact of self-assessment findings on the budget;
- Information from last year's budget and budget amendments; and
- Information to be reported to Governing Bodies and Policy Council.

**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** (text-based) 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 business days prior to the start of the event.** Therefore, registrations received after June 26, 2012 will be returned.

The Standard Registration Fee is \$125 per person for all six segments of the training. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$115 per person. (Some restrictions may apply based on level of subscription; visit [www.ttas.org/ays.html](http://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.

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

## 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 training 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.
- ★ Participants are required to join in the on-line discussion and give feedback.
- ★ Assignments will require investigating operations within their own program and providing essay answers to the workshop.
- ★ This training takes 6 hours to complete.

### 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 Budgeting Development

**Session Five:** Reporting Program Services, Costs and Non-Federal Share to Governance Groups

**Session Six:** Quiz

## Registering for T/TAS Events

Registration forms will not be processed unless accompanied by payment, credit card info, or Purchase Order. Registrations will be accepted until the course fills.

***Due to the requirements of the WKU Information Technology administrators, unless the event fills first, registrations for this event must be received prior to June 26, 2012.***

- ★ **To Register On-Line:** To register for any T/TAS event, visit our web site at [www.ttas.org/calendar.html](http://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.

**Confirmation of Registration:** Registrations will be confirmed by e-mail. If you do not receive a confirmation within two days of registering for the event, please contact Mike Hartz at 800-882-7482.

**Cancellations/Substitutions Policy:** To obtain a refund of registration fees, cancellations must be received in writing by July 9, 2012. Once the course begins, no refunds will be allowed.

**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 on our training schedule 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: \_\_\_\_\_

*Due to the requirements of the WKU Information Technology administrators, unless the event fills first, registrations for this event must be received prior to June 26, 2012. Cancellations must be received by July 9, 2012. Once the course begins, no refunds will be allowed.*

**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.

EVENT	SELECT FEE(S)
<b>Fiscal Planning for ProgramStaff, an On-Line Event</b> July 10-24, 2012	<input type="checkbox"/> Standard Registration: \$125 <input type="checkbox"/> <b>TTAS@Your Service</b> Subscribers: \$115* <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 **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.

**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 CV 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?