

 Policy #:MSP-4	Page #: 1 of 2
Ref #: 1302.101(a)(4); 1302.102.(b); 1302.102(d)	Policy Council Approval Date: 10/29/19

**COMPONENT: PROGRAM DESIGN & MANAGEMENT – MANAGEMENT SYSTEMS
& PROCEDURES**

SUBJECT: REPORTING

POLICY: To establish and maintain efficient and effective reporting systems that generate periodic reports of financial status and program operations to control program quality, maintain accountability, and advise the Board, Policy Council and staff of program progress and generate reports for Federal and State authorities as required by law.

PROCEDURE:

- Enrollment is reported monthly into the Head Start Enterprise System (HSES)
- The governing body and the policy council, are provided reports about program planning, policies, and Head Start agency operations, including but not limited to:
 - Monthly financial statements, including credit card expenditures;
 - Monthly program information summaries;
 - Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
 - Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
 - The financial audit;
 - The annual self-assessment, including any findings related to such assessment;
 - The communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
 - Communication and guidance from the Secretary; and

- The program information reports.
- Child and family outcomes
- An annual report is published at least once in each fiscal year and made available to the public that discloses the following information from the most recently concluded fiscal year, except that reporting such information shall not reveal personally identifiable information about an individual child or parent:
 - The total amount of public and private funds received and the amount from each source.
 - An explanation of budgetary expenditures and proposed budget for the fiscal year.
 - The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served.
 - The results of the most recent review by the Secretary and the financial audit.
 - The percentage of enrolled children that received medical and dental exams.
 - Information about parent involvement activities.
 - The agency's efforts to prepare children for kindergarten.
 - Any other information required by the Secretary.