

# Completing the Federal Financial Reports SF-425, Tangible Personal Property Report SF-428, Real Property Status Report SF-429, and Program Performance Report SF-PPR



November 1-2, 2022

Florida Hotel & Conference Center  
Orlando, Florida

Non-Federal Entities that receive a Head Start and/or Early Head Start award for a five-year period of performance are required to periodically submit a series of Federal Reports. The Uniform Guidance (45 CFR Part 75.302(b)(2) requires non-federal entities to disclosure of the financial results of each Federal award or program to the funding sources that are accurate, current, and complete (ACC). Additionally, the Head Start performance standards include financial reporting requirements that are necessary to efficiently and effectively manage the Head Start and Early Head Start operating budgets.

The following federal reports are required to effectively and efficiently manage the Head Start program:

1. Federal Financial Report: SF-425
2. Tangible Personal Property Report: SF- 428
3. Real Property Status Report: SF-429
4. Program Performance Report: SF-PPR

This workshop will address the following requirements for completing reports:

- Aligning the monthly reports to the Federal Reports;
- How to use program and financial data to complete the reports; and
- Timeframes for completing and submitting the federal reports.

Specifically, participants will be trained how to structure the budget in the accounting system to generate monthly reports that would be used to complete the Federal Reports.

The training will address the requirements for unliquidated obligations and unobligated balances. The training will demonstrate the appropriate way to complete the SF-428 including attachments; the SF-429 and its corresponding attachment and the SF-PPR.

In conclusion, this is a “rare” opportunity for staff responsible for completing, certifying and the groups responsible for “oversight” to receive training on the Federal Reports that essential to the success of your five (5) year grant. If you want to ensure your organization meet that compliance, you must attend this training. This training will provide you with the structure and discipline to ensure your organization is efficient and effective in completion and submission of the federal reports.

The Standard Registration Fee is \$525 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$450 per person. (Please visit [www.ttas.org](http://www.ttas.org) for information on how to become a subscriber.) For details on registering, including information on earning 1.075 Continuing Education Units (CEUs) for this event, please see page3.

## Learning Outcomes

- ★ Participant will know the regulations and policies applicable to the Federal reports;
- ★ Participants will know what accounting systems data and which account records to use to complete each of the three Federal reports;
- ★ Participants will be able to use data from its monthly financial reports to reconcile to the Federal reports; and
- ★ Participants will know the structure to determine who is responsible for the completion, certification, and oversight of the Federal reports.

## Your Presenter



**Perry Davis** is the Finance/Management Specialist with T/TAS at Western Kentucky University. Among Mr. Davis' specialties are five-year grant applications, financial reporting, cost allocation, non-Federal share, systems integration, finance regulations, financial policies and procedures, inventory control, budget development and monitoring. He is a nationally recognized expert in financial regulations for Head Start/EHS and CCP programs, and presented at National Head Start Association conferences, Regional Head Start Association events and training for national and regional ACF divisions. Prior to joining the T/TAS team, Mr. Davis was the Program Operations Manager of a large Head Start/Early Head Start program in Mississippi. Perry is a fiscal consultant for the Office of Head Start, and has provided extensive training on monitoring and reporting; developed narrative discussions on the "USDA Food Cost" for the Head Start Bureau; and is a Head Start Reviewer in Finance and Program Design & Management. He has a B.S. degree in Management and an M.B.A. with an emphasis in finance from Jackson State University.

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

## Hotel Accommodations

The **Florida Hotel & Conference Center** is located at 1500 Sand Lake Road in Orlando, Florida. Hotel accommodations are available at the special conference rate of \$122 per night single or double occupancy (plus applicable taxes and fees if a tax-exempt certificate is not presented at check-in). The hotel also charges an additional \$23 per day service charge (exclusive of tax). To qualify for the special conference rate, please request the room block for **Head Start WKU**. Reservations must be made no later than October 3, 2022 by contacting the hotel directly at 407-859-1500 or 800-588-4656 or online at <https://tinyurl.com/ttas-finreps>.

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 attractions.

Located midway between Orlando International Airport and Walt Disney World, The Florida Hotel and Conference Center is conveniently connected to The Florida Mall, Central Florida's largest indoor shopping experience. The hotel is in the center of all the excitement, close to multiple tourist attractions and dining options.



## Tentative Agenda Eastern Time Zone

### November 1, 2022

8:30 – 9:00 a.m.	Digital Registration
9:00 – Noon	Regulatory requirements for the Federal Reports
Noon – 1:15 p.m.	Lunch On Your Own
1:15 – 4:30 p.m.	Completing the Federal Financial Report SF-425 Report

### November 2, 2022

8:30 – Noon	Completing the Real Property Report SF-429 Completing the Tangible Property SF-428 Report
Noon – 1:15 p.m.	Lunch On Your Own
1:15 – 3:00 p.m.	Completing the Program Performance Report SF-PPR Report

# Registering for T/TAS Events

It is easy to register online for events sponsored by T/TAS! Visit our web site at [www.ttas.org](http://www.ttas.org), locate the event for which you wish to register, and then click on the register button.

**Payment Policy:** *Payment or Purchase Order is due at time of registration. If a purchase order, or payment by check or credit card is not received 10 (ten) business days prior to the enrolled event start date, the registration fee will be increased by 25% and full payment will be due from participant unless cancellation is received in writing per cancellation policy. POs not paid after 45 days from original invoice date, will be charged 2% of balance per month until paid. Registrations received without copy of a purchase order or payment by check or credit card may not be confirmed to participate in this event. Spots will be held temporarily, and the Cancellation Policy applies.*

**Registration Deadline:** Unless the event fills first, registrations for this event must be received by **October 21, 2022**.

**Enrollment is Limited:** T/TAS cannot guarantee enrollment at events. If 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 email. Please provide a unique email address for each participant. If an administrator needs to receive a copy of the confirmation, please include administrative email address on the Group Contact Profile. If you do not receive a confirmation within five days of registering for the event, please contact the T/TAS office at [ttas.register@wku.edu](mailto:ttas.register@wku.edu) or call 800-882-7482. Do not make travel arrangements until you have received a confirmation email.

**Cancellations/Substitutions Policy:** To obtain a refund of registration fees (less \$75 enrollment charge), cancellations must be received by email to [ttas.register@wku.edu](mailto:ttas.register@wku.edu) by **October 21, 2022**. If you do not receive an email confirmation of your cancellation from T/TAS within 3 business days, you must call 800-882-7482 to confirm your cancellation email was received in order to be eligible for the refund. Substitutions can be made up to the cancellation deadline date. **After the cancellation deadline date, no refunds will be provided.**

**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.

**Photo/Video/Recording Policies:** Recording this event with electronic devices is not permitted. Participants at this event may be photographed, videotaped and/or audiotaped. By registering for the event, authorization is given to be photographed, videoed and/or audio recorded at the event, in connection with T/TAS' programs, publications, the Internet and public web sites. T/TAS and any employees, officers and associates, as well as any assignees, are released from all claims for damages for libel, slander, invasion of privacy, right of publicity, or any other claim based on use of the above-described material(s).

## T/TAS Also Brings the Training to You

You have questions...T/TAS Specialists have solutions.

*Let the highly qualified T/TAS at WKU Training Specialists bring up-to-date information and best practices to your program leadership, as we work together to develop individualized strategies and solutions for your program.*

- Customized program roadmap planning
- Staff in-service/pre-service trainings delivered from a variety of remote platforms
- Need-based learning designed by you to engage in creative discussion and problem solving

To learn more, to discuss your local training needs, or to schedule training, call **800-882-7482**.



