

**Completing the Financial Reports, Including Federal Financial Reports
SF-425's (Cash and Outlay/Expenditure) and Real Property Status Report
(SF-429's SF-429A; SF-429B and SF-429C)**

Pre-Conference Seminar of the Region IV Head Start Association 2022 Leadership Summit

**June 7, 2022
9:00 AM – 3:30 PM EDT**

***Includes Public Policy Luncheon – NOTE: Pre-registration is required due to luncheon
On-site registration will not be available***

Space is limited, register early! Registration deadline **May 27, 2022**

- REGISTER ONLINE AT orgs.wku.edu/ttas/training-list.php
- The Standard Registration Fee is \$350 per person. Members of T/TAS@Your Service may qualify for the Subscriber Rate of \$320 per person. (Please visit <https://www.ttas.org> for information on how to become a subscriber.)
- See Page 2 for registration instructions and requirements.
- For full RIVHSA Leadership Summit information, visit <https://rivhsa.org/training-events/leadership-summit/>

Non-Federal entities (formerly known as Grantees) 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 Fiscal Reports. Recently, the Department of Health and Human Services made changes to the Quarterly SF-425 (Cash) reporting. We will address the affect the changes have on recipients. Additionally, the Uniform Guidance (45 CFR Part 75.302(b)(2)) requires non-federal entities to disclose the financial results of each Federal award or program to the funding sources that are accurate, current, and complete (ACC).

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

1. Federal Financial Report SF-425 (Cash)
2. Federal Financial Report SF-425 (Outlay/Expenditure)
3. Real Property Status Report SF-429; SF-429A; SF-429B & SF-429C

This workshop will provide guidance on how to ensure the reports pass the ACC test.

OBJECTIVES:

- ★ Participants will be provided the federal requirements for completing the financial reports;
- ★ Participants will be provided strategies on the use of the accounting system data and records to complete the financial reports;
- ★ Participants will be provided strategies on how to reconcile the internal reports to the federal reports; and
- ★ Participants will be provided strategies for completing internal reports necessary for management accountability and oversight by the governing body and policy council/committee.

OUTCOMES:

- ★ Participant will know the regulations and policies applicable to the federal reports;
- ★ Participants will know what accounting systems data and 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 how to structure their monthly financial reports to align with the operating budget.

The training is designed for all fiscal staff, including Fiscal Officer or equivalent; Director (Executive, Head Start and Early Head), staff responsible for managing facilities and equipment, other staff, governing body and Policy Council.

Registering for T/TAS Events

It is easy to register for events sponsored by T/TAS! Register online for any T/TAS event – Visit our web site at 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.* Registrations received without copy of Purchase Order or payment by check or credit card will not be confirmed to participate in this event.

Registration Deadline: Unless the event fills first, registrations for this event must be received by **May 27, 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.

Confirmation of Registration: Registrations can only be confirmed by e-mail. Please provide a unique email address for the 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 or call 800-882-7482.

Cancellations/Substitutions Policy: To obtain a refund of registration fees (less \$100 enrollment charge), cancellations must be received by email to ttas.register@wku.edu by **May 27, 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.***

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.

Photo/Video/Recording Policies: Recording or taking images of this event is not permitted. Participants of this event may be recorded. By registering for the event, authorization is given by you to be included in any recordings made of live webinar or meeting sessions of this 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 any and 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).

