

<b>Policy Number:</b> F 010	<b>Title:</b> Ongoing Fiscal Capacity
<b>Performance Standard:</b> 1302.91(c)	<b>Original Date:</b> 5/2023
	<b>Policy Council Approval/Revision:</b> 5/2023 3/2024  <b>BOE Approval:</b> 5/2023 3/2024

**POLICY:**

A program must assess staffing needs in consideration of the fiscal complexity and applicable financial management requirements and secure the regularly scheduled or ongoing services of a fiscal officer with sufficient education and experience to meet their needs. A program must ensure a fiscal office hired after November 7, 2016 is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.

**PROCEDURE:**

1. Head Start will utilize fiscal services of a qualified CFO who is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field to assist and support ongoing fiscal capacity, budget development, and federal reporting for Head Start funds.
2. The director and CFO will meet monthly to review the budget, draw down funds, and prepare federal reports.
3. When federal reports are due the Head Start Director and CFO as identified in HSES will meet to verify and submit the federal reports. CFO will sign off on federal reports.