

Policy Number: GOV 006	Title: Reporting to Governing Board & Policy Council
Performance Standard: 642 (d) (2) (B-D)	Original Date: 5/2013
USD 418 BOE Policy:	Policy Council Approval/Revision: 5/2013, 6/2018

POLICY:

Governance Reports

The Early Childhood Program will ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations including: monthly program information summaries, program enrollment reports, attendance reports, reports of meals and snacks provided.

PROCEDURE:

- 1) Monthly fiscal reports will be submitted for BOE review and approval. The fiscal officer submits the report.
- 2) Food service director will submit monthly meal reports.
- 3) Monthly Directors report will be submitted to BOE. The report will include: daily average attendance, program enrollment numbers and In-Kind/Non-federal share status.
- 4) Yearly reports:

642 (d) (2) (E) Financial Audits-Provided by USD 418 & Chris Ruder, Finance Director

642 (d) (2) (F) Self-Assessment Findings-Provided yearly with Grant application/March

642 (d) (2) (G) Community Strategic Plan & Needs Assessment - Provided in the Fall/Grant application/March

642 (d) (2) (G) Program Information Reports-Fall of each year