

## Head Start Monthly Report January 2017

### **Conduct of Responsibilities –**

Each Head Start agency shall ensure the sharing of accurate and regular information for use by the **Governing Body and Policy Council**, about program planning, policies, and Head Start agency operations, including:

- (A) Monthly financial statements, including credit card expenditures;
- (B) Monthly program information summaries
- (C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) The financial audit;
- (F) The annual self-assessment, including any findings related to such assessment;
- (G) The communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) Communication and guidance from the Secretary;

### **In accordance with the New Head Start performance Standards that went into effect on November 7, 2016:**

1301.2 (b) Duties & Responsibilities of the Governing Body -

- (1) The governing body is responsible for activities specified at section 642©(1)€ of the Head Start Act.
- (2) The governing body must use ongoing monitoring results, data on school readiness goals, and other information described in 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

Please see Program Information Summary & attachments to this monthly report for monitoring reports.

#### **A. Monthly Financial Statements including credit card expenditures:**

Doubletree by Hilton	(Karla Kessler / OHSAI)	111.86
Doubletree by Hilton	(Sandy Stammen)	111.86
Doubletree by Hilton	(Angie Stephenson)	111.86
Expedia	(Karla Kessler / airfare insurance)	52.00
American	(Karla Kessler / airfare NHSA)	367.20
American	(Amy Esser / airfare NHSA)	367.20

#### **B. Program Information Summary**

The New Head Start Performance Standards went into effect November 7, 2016. OHSAI and the Regional office are providing trainings and conference to help grantees maintain compliance with new regulations.

Still awaiting response from the OHS in regards to the Duration grant request.

Head Start Director and management team attended December training at OHSAI in Columbus, Ohio.

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**Education** -CLASS observations began this month. CLASS is the tool utilized to measure child teacher interaction. Once, all classrooms are completed an overall CLASS report will be provided to Board and Policy Council.

**Mental Health** -Director completed / updated mental health consultation contract with Foundations for program year 16-17. Training was provided to bus drivers and aides by a professional Conscious Discipline trained presenter on dealing with behaviors on the school bus.

**Disabilities** - We are currently serving 18 children with IEPs. There are several more ETRS scheduled in the next few weeks. Head Start serves 1 child with a Medical Plan of Action and 1 child with a dietary plan of action.

**Health** - The Health Manager participates in Mercer County's CHIP planning.

**ERSEA** - Director received letter informing of upcoming monitoring visit and received phone call for identifying logistical information for upcoming visit.

**Family Engagement** - Family Strengths assessment were completed in December.

### C. Enrollment / Attendance

120 children are currently enrolled. HS Director and Family Engagement Services Manager met with an advertising / promotional agent about marketing opportunities and ideas for the area. FESM has contracted to rent billboards in the area as well.

#### Enrollment by Program Option:

Half Day PY Head Start	101
Full Day School Year (6 hour day)	19

#### Attendance by Program Option:

Half Day PY Head Start	86%
Full Day School Year	85%

### D. CACFP report - CACFP claimed meals

Month Served	December 2016
Total Days Attendance	Rockford - 10 Franklin

	<b>10</b>
<b>Total Breakfast</b>	<b>478</b>
<b>Total Lunches</b>	<b>1017</b>
<b>Total Snacks</b>	<b>433</b>
<b>Total Meals</b>	<b>1928</b>

**E. Financial Audit - N/A**

**F. Annual Self-Assessment**

- Planning begins February 2017

**G. Community Assessment**

- Update In Process

**H. Communication and guidance from the Secretary**

**Attachments to report:**

Required Screenings Report

Respectfully submitted,

Amy Esser  
Executive Director

In-Kind	Hours	Amount per hour	Total
<b>Support Personnel</b>			
Itinerant Teachers	1	\$37.21	\$37.21
	Monthly \$5002.36	Uniform \$23.40	
Custodian Monthly & Uniform			\$5,025.76
OT		\$40.10	\$0.00
PT		\$61.60	\$0.00
ELL		\$27.70	\$0.00
Speech-Shelly Grothouse		Monthly \$6339.75	\$6,339.75
Speech		\$52.00	\$0.00
		<b>Sub Total</b>	<b>\$11,402.72</b>
<b>Building Usage</b>			
Franklin Utilities	electric, sewage, trash, snow/mow, phone		
Maintenance		\$519.13 per month	\$519.13
Treasurer's Office Personnel		1131.29 per month	\$1,131.29
		<b>Sub Total</b>	<b>\$1,650.42</b>
<b>Volunteer</b>			
Cafeteria Assistants	14	\$15.82	221.48
Tri Star / WSU Volunteers	28.75	\$15.82	\$454.83
Community/ Other		\$15.82	0
		<b>Sub Total</b>	<b>\$676.31</b>
Goods & Services	Friendly Markets	Total	<b>\$151.77</b>
Family Activities		\$15.82	\$0.00
At Home Activities	4.75	\$15.82	\$75.15
Parent Classroom Volunteer	5	\$15.82	\$79.10
Parent Committee Meeting		\$15.82	\$0.00
Policy Council / HEAC	8.75	61.54	\$538.48
		<b>Sub Total</b>	<b>\$692.72</b>
Mileage	Total Miles	Amount Per Mile	
	98	0.555	54.39
<b>Total This Month</b>			<b>\$14,628.33</b>
In-Kind Needed Each Month: \$22,639			
Annual required inkind			\$271,657.00
Inkind needed to date			

HEAD START - 2016 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,086,608.00	0.00	1,086,608.00	1,015,500.00	71,108.00
CACFP Revenue	0.00	63,000.00	63,000.00	79,564.29	-16,564.29
Other Local	0.00	2,000.00	2,000.00	0.00	2,000.00
Retund prior year exp	0.00	2,000.00	2,000.00	0.00	2,000.00
Board advance	0.00	50,000.00	50,000.00	50,000.00	0.00
Total	1,086,608.00	117,000.00	1,203,608.00	1,145,064.29	58,543.71

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	554,972.00	0.00	554,972.00	550,951.45	4,020.55		4,020.55	
Fringe Benefits	324,061.00	0.00	324,061.00	308,450.75	15,610.25	75.00	15,535.25	
Programming	45,476.00	4,000.00	49,476.00	56,644.41	-7,168.41	6,563.85	-13,732.26	
Supplies	78,099.00	63,000.00	141,099.00	120,252.51	20,846.49	20,521.24	325.25	
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Expenditures	84,000.00	0.00	84,000.00	4,273.60	79,726.40	0.00	79,726.40	
PA22 subtotal	1,086,608.00	67,000.00	1,153,608.00	1,040,572.72	113,035.28	27,160.09	85,875.19	
<b>Training &amp; Technical Services</b>								
Training & Technical serv (job code 400)	419	0.00	12,000.00	16,034.62	-4,034.62	3,130.00	-7,164.62	
Staff out of town travel	439	0.00	7,232.00	6,344.00	888.00	600.14	287.86	
Subtotal Purch Service		0.00	19,232.00	22,378.62	-3,146.62	3,730.14	-6,876.76	
Training & Tech Supplies		0.00	0.00	0.00	-3,177.61	0.00	-3,177.61	
T & TA -PA20		0.00	0.00	0.00	-3,177.61	0.00	-3,177.61	
Return of Board Advance		0.00	19,232.00	19,232.00	-6,324.23	3,730.14	-10,054.37	
TOTALS		50,000.00	50,000.00	50,000.00	0.00	0.00	0.00	
<b>TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES</b>								
	1,105,840.00	117,000.00	1,222,840.00	1,116,128.95	106,711.05	30,890.23	75,820.82	
								<b>\$ 28,935.34</b>

HEAD START - 2017 GRANT

REVENUE			
FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED
552,920.00	0.00	552,920.00	72,000.00
0.00	88,230.00	88,230.00	7,332.83
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	50,000.00	50,000.00	0.00
552,920.00	138,230.00	691,150.00	79,332.83
			611,817.17
			480,920.00
			80,897.17
			0.00
			0.00
			50,000.00

EXPENSES

FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL	
279,454.00	0.00	279,454.00	51,126.21	228,327.79	8,721.20	228,327.79		
140,618.00	0.00	140,618.00	9,458.55	131,159.45	16,286.78	122,438.25		
30,556.00	4,230.00	34,786.00	159.22	34,626.78	28,919.39	18,340.00		
39,750.00	84,000.00	123,750.00	69.41	123,680.59	0.00	94,761.20		
0.00	0.00	0.00	0.00	0.00	950.00	0.00		
53,250.00	0.00	53,250.00	0.00	53,250.00	54,877.37	52,300.00		
543,628.00	88,230.00	631,858.00	60,813.39	571,044.61		516,167.24		
<b>Training &amp; Technical Services</b>								
Training & technical serv (job code 400)	419	0.00	0.00	1,697.50	-1,697.50	2,572.50	-4,270.00	
Staff out of town travel	439	9,292.00	0.00	203.67	9,088.33	2,250.00	6,838.33	
Subtotal Purch Service		9,292.00	0.00	1,901.17	7,390.83	4,822.50	2,568.33	
Training & Tech Supplies		0.00	0.00	0.00	0.00	0.00	0.00	
T & TA -PA20		0.00	0.00	0.00	0.00	0.00	0.00	
Return of Board Advance		9,292.00	0.00	1,901.17	7,390.83	4,822.50	2,568.33	
		0.00	0.00	0.00	50,000.00	0.00	50,000.00	
TOTALS		552,920.00	138,230.00	691,150.00	62,714.56	628,435.44	59,699.87	568,735.57

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES \$ 16,618.27

Agency: All

Currently Enrolled= 118

406 - EPSDT status Report

	Up-To-Date	Not Up-To-Date
Dental	<u>108</u>	<u>10</u>
Growth Assessment	<u>95</u>	<u>23</u>
HCT or HGB	<u>85</u>	<u>33</u>
Hearing	<u>118</u>	<u>0</u>
Lead Screening (Mandated)	<u>83</u>	<u>35</u>
Vision	<u>110</u>	<u>8</u>

Up-to-Date / Not Up-to-Date on ALL Mandated Exams

Up-To-Date	Not Up-To-Date
<u>83</u>	<u>35</u>

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Physicals

10



**ACCOUNT ACTIVITY (CONTINUED)**

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
12/08	APL* ITUNES.COMBILL 886-712-7753 CA	2.99
12/08	THE LIBRARY STORE INC. TREMONT IL	245.22
12/08	POWELL COMPANY LTD LIMA OH	7,710.19
12/11	APL* ITUNES.COMBILL 886-712-7753 CA	1.89
12/16	OED EDUCATOR LICENSURE 614-466-2000 OH	25.00
12/19	ZEECRAFT TECH NEW WOODSTOCK NY	708.00
12/19	CARDINAL BUS SALES AND 419-2255552 OH	105.78
	CONNIE ROSE TRANSACTIONS THIS CYCLE (CARD 6536) \$29,154.89	
12/07	WM SUPERCENTER #1433 CELINA OH KENNETH SCHMIESING TRANSACTIONS THIS CYCLE (CARD 4374) \$20.36	20.36
12/08	TRANSPORTATION ACCESS 740-867-2522 OH	699.36
12/09	DOUBLETREE BY HILTON C WORTHINGTON OH	111.86
12/09	DOUBLETREE BY HILTON C WORTHINGTON OH	111.86
12/09	DOUBLETREE BY HILTON C WORTHINGTON OH	111.86
12/12	EXPEDIA 229868383090 EXPEDIA.COM WA	62.00
12/12	AMERICAN 00179302987603 BELLEVUE WA 1 G DAY DCA 2 V DCA DAY 3 0000 0000	367.20
12/12	AMERICAN 00179802987614 BELLEVUE WA 1 G DAY DCA 2 V DCA DAY 3 0000 0000	367.20
	AMY ESSER TRANSACTIONS THIS CYCLE (CARD 6223) \$1,521.36	
12/13	Payment Thank You - Web THOMAS S SOMMER TRANSACTIONS THIS CYCLE (CARD 4245) -\$34,025.07 INCLUDING PAYMENTS RECEIVED	-34,025.07

2016 Totals Year-to-Date	
Total fees charged in 2016	\$0.00
Total interest charged in 2016	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

**INTEREST CHARGES**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
<b>PURCHASES</b>			
Purchases	13.74% (v)	-0-	-0-
<b>CASH ADVANCES</b>			
Cash Advances	19.74% (v)	-0-	-0-
<b>BALANCE TRANSFERS</b>			
Balance Transfer	13.74% (v)	-0-	-0-

(v) = Variable Rate 30 Days in Billing Period

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

**IMPORTANT NEWS**

We have recently extended coverage of many travel protection benefits to your employees. If you would like a paper copy of your updated Guide to Benefits, please call the Customer Service number on this statement.