

## Head Start Monthly Report July 2016

### **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;

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

- July 2016 – Credit Card statement - \$749.55
- 6/6/16 – Great Wolf lodge - \$263.89
- 6/6/16 – Great Wolf Lodge - \$242.83
- 6/6/16 – Great Wolf Lodge - \$242.83

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

Executive Director completed several interviews for open positions including Health & Community Services Manager & Head Teacher positions. Continued discussions with contractors for PBC initiative & Conscious Discipline training for PY 2016-17. Director of Early Childhood Services resigned from the agency.

During the month of June, the grantee specialist finished T/TA with the grantee. The Executive Director, Family Engagement Services Manager, I/T Secretary attended OHSAI Leadership conference at Great Wolf Lodge. Executive Director completed New Director training series. Executive Director also received training for TSGold.

Several meetings took place between Director, Superintendent, & Treasurer to discuss future planning for program delivery options. The COLA grant was completed and submitted. The Duration grant was completed and submitted. On June 16<sup>th</sup>, the Duration grant was presented to a joint meeting of Policy Council & Board. Director met with Union President to discuss possible future changes to service delivery.

Director completed applications for Head Start enrollees and complete intake session with FESM. As of June, MCHS was 60% full for fall enrollment.

Also, further discussions occurred between Executive Director and Superintendent of ESC about moving (3) ESC classrooms into the Franklin building.

**C. Enrollment / Attendance**

No information to report.

**Enrollment by Program Option:**

Half Day PY Head Start	N/A
Full Day School Year (6 hour day)	N/A

**Attendance by Program Option:**

Half Day PY Head Start	N/A
Full Day School Year	N/A

**D. CACFP report - CACFP claimed meals**

<b>Month Served</b>	<b>June 2016</b>
<b>Total Days Attendance</b>	<b>Rockford - 0 Franklin 0</b>
<b>Total Breakfast</b>	<b>0</b>
<b>Total Lunches</b>	<b>0</b>
<b>Total Snacks</b>	<b>0</b>
<b>Total Meals</b>	<b>0</b>

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

**F. Annual Self-Assessment**

- Completed March 2016

**G. Community Assessment**

- Completed

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

- PIs, IMs
- OHS released Grant opportunity for Early Head Start Expansion.

Respectfully submitted,

Amy Esser  
Executive Director



REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,105,840.00	0.00	1,105,840.00	525,500.00	580,340.00
CACFP Revenue	0.00	63,000.00	63,000.00	55,563.06	7,436.94
Other Local	0.00	2,000.00	2,000.00	0.00	2,000.00
Refund 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	1,105,840.00	117,000.00	1,222,840.00	631,063.06	591,776.94

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	320,763.71	234,208.29	176.00	234,208.29	
Fringe Benefits	324,061.00	0.00	324,061.00	189,050.11	135,010.89		134,834.89	
Programming	45,476.00	4,000.00	49,476.00	24,142.99	25,333.01	16,333.86	8,999.15	
Supplies	78,099.00	63,000.00	141,099.00	36,544.54	104,554.46	20,305.88	84,248.58	
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	3,086.50	80,913.50	800.00	80,113.50	
<b>PA22 subtotal</b>	<b>1,086,608.00</b>	<b>67,000.00</b>	<b>1,153,608.00</b>	<b>573,587.85</b>	<b>580,020.15</b>	<b>37,615.74</b>	<b>542,404.41</b>	
<b>Training &amp; Technical Services</b>								
Training & technical serv (job code 400)	12,000.00	0.00	12,000.00	6,181.24	5,818.76	3,683.11	2,135.65	
Staff out of town travel	7,232.00	0.00	7,232.00	382.36	6,849.64	212.31	6,637.33	
<b>Subtotal Purch Service</b>	<b>19,232.00</b>	<b>0.00</b>	<b>19,232.00</b>	<b>6,563.60</b>	<b>12,668.40</b>	<b>3,895.42</b>	<b>8,772.98</b>	
Training & Tech Supplies	0.00	0.00	0.00	1,523.02	-1,523.02	167.70	-1,690.72	
<b>Subtotal Supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,523.02</b>	<b>-1,523.02</b>	<b>167.70</b>	<b>-1,690.72</b>	
T&TA -PA20	19,232.00	0.00	19,232.00	8,086.62	11,145.38	4,063.12	7,082.26	
Return of Board Advance	0.00	50,000.00	50,000.00	0.00	50,000.00	0.00	50,000.00	
<b>TOTALS</b>	<b>1,105,840.00</b>	<b>117,000.00</b>	<b>1,222,840.00</b>	<b>581,674.47</b>	<b>641,165.53</b>	<b>41,678.86</b>	<b>599,486.67</b>	

**BUSINESS CARD STATEMENT**

Manage your account online:  
[www.chase.com/ink](http://www.chase.com/ink)



Customer Service:  
 1-800-945-2028



Mobile: Visit chase.com  
 on your mobile browser

**ACCOUNT ACTIVITY (CONTINUED)**

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
05/31	MICHAEL W DAVIS TRANSACTIONS THIS CYCLE (CARD 8268) - \$30,234.87 INCLUDING PAYMENTS RECEIVED	40.00
06/01	SUBWAY 03062031 CELINA OH	21.21
06/01	WAL-MART #1433 CELINA OH	32.50
06/06	FRITZS HOG WILD BBO LL CELINA OH	38.00
06/06	SUBWAY 03062031 CELINA OH KENNETH SCHMIESING TRANSACTIONS THIS CYCLE (CARD 4374) \$131.71	263.89
06/06	GREAT WOLF MASON MASON OH	242.83
06/06	GREAT WOLF MASON MASON OH	242.83
06/06	GREAT WOLF MASON MASON OH AMY ESSER TRANSACTIONS THIS CYCLE (CARD 5223) \$749.55	242.83

Head Start:  
 \$ 749.55

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	13.49% (v)	-0-	-0-
<b>CASH ADVANCES</b>			
Cash Advances	19.49% (v)	-0-	-0-

Mercer County Head Start  
In-Kind Tracking Form

June 2016

In-Kind	Hours	Amount per hour	Total
<b>Support Personnel</b>			
Itinerant Teachers		\$37.21	\$0.00
Custodian Monthly & Uniform	Monthly \$5002.36	Uniform \$23.40	\$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>\$11,365.51</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
		Sub Total	<b>\$1,650.42</b>
<b>Volunteer</b>			
Cafeteria Assistants		\$15.82	0
Tri Star / WSU Volunteers		\$15.82	\$0.00
Community/ Other		\$15.82	0
		Sub Total	<b>\$0.00</b>
Goods & Services		Total	
Family Activities		\$15.82	\$0.00
At Home Activities		\$15.82	\$0.00
Parent Classroom Volunteer		\$15.82	\$0.00
Parent Committee Meeting		\$15.82	\$0.00
Policy Council / HEAC		61.54	\$0.00
		Sub Total	<b>\$0.00</b>
Mileage	Total Miles	Amount Per Mile	
		0.555	0
<b>Total This Month</b>			<b>\$13,015.93</b>
In-Kind Needed Each Month: \$22,639			
		Annual required inkind	\$271,657.00
		Inkind needed to date	\$82,623.25



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | Region V | 233 North Michigan Avenue, Suite 400, Chicago, IL 60601 | [www.eclkc.ohs.acf.hhs.gov](http://www.eclkc.ohs.acf.hhs.gov)

June 6, 2016

Bill Sell, Board President  
Celina City Schools  
6731 State Route 219  
Celina, OH 45822

Re: Grant No. 05CH8467

Dear Mr. Sell:

This letter provides guidance on the requirements for submission of the application to operate Head Start and/or Early Head Start programs by organizations preliminarily eligible for a non-competitive five year grant under 45 C.F.R. § 1307.7 and those organizations currently operating under a grant with a project period of five years. Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

Public Law 114-113, enacted December 18, 2015, established the appropriation for the Head Start program for Fiscal Year (FY) 2016. The appropriation for the Head Start program included an increase for a cost-of-living adjustment (COLA) of 1.8 percent, depending on final funding decisions. Until the final appropriation for the Head Start program for FY 2017 is enacted, the projected funding levels in FY 2016 are used for planning purposes. The following table reflects the funding and enrollment levels for the Head Start and/or Early Head Start grant, contingent on final funding decisions for FY 2016, for use in preparing the FY 2017 application.

<b>Common Accounting Number (CAN)</b>	<b>Funding Level</b>	<b>Funded Federal Enrollment</b>
G054122 – Head Start Program Operations	\$1,086,608	158
G054120 – Head Start Training and Technical Assistance	\$19,232	
G054125 – Early Head Start Program Operations		
G054121 – Early Head Start Training and Technical Assistance		
<b>TOTAL</b>	<b>\$1,105,840</b>	<b>158</b>

The application for the 12/1/2016 – 11/30/2017 budget period for the Head Start and/or Early Head Start grant is due 9/1/2016. The application must be prepared in accordance with the *Application Instructions* available in the Head Start Enterprise System (HSES). The instructions specify the requirements for submission of the baseline application for the first



budget period of the project period and continuation applications in the subsequent budget periods of the project period. A continuation application must be completed for the upcoming budget period. **Incomplete applications will not be processed.**

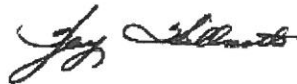
### **Submission Requirements**

The *Application Instructions* containing the criteria the application must address and the submission requirements are posted in the HSES at <https://hses.ohs.acf.hhs.gov/hsprograms>. Please select the Financials tab under Instructions in the HSES to download the *Application Instructions* upon receipt of this letter. Please review the instructions carefully prior to preparing the application. Reference materials can be found in the "Instructions" section of the HSES. To access the application, select the Financials tab on the home page. For further assistance, please contact [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

The application must be submitted electronically in the HSES. The application must be submitted on behalf of the Authorizing Official registered in the HSES.

Please ensure the application contains all of the required information in the *Application Instructions*. If you have any questions or need assistance, please contact Michael Butler, Head Start Program Specialist, at (312) 886-5359 or [michael.butler@acf.hhs.gov](mailto:michael.butler@acf.hhs.gov) or John Fallon, Grants Support Contractor, at (312) 980-3405 or [john.fallon@acf.hhs.gov](mailto:john.fallon@acf.hhs.gov). Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Kay Willmoth  
Regional Program Manager  
Office of Head Start

cc: Ken Schmiesing, Superintendent  
Amy Esser, Head Start Director