Evy Children Program Management and Facal Operations



## Bridging the Gap between Fiscal and Program Operations – It's All About Communication

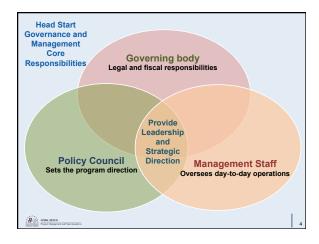
# Objectives Understand the importance of communication Review relationships between fiscal and program staff

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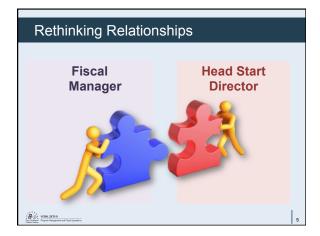
Tery Distance Tery Distance Material Contem Discuss steps to improve budget planning

 Examine key elements of budget development















#### Fiscal and program staff:

- Function separately
- Don't consider planning or budgeting a collaborative event
- Use regulation and jargonladen language
- Attend trainings separately
- May view each other as obstacles — "Dr. NO!"
  - obstacles "Dr. NO!"

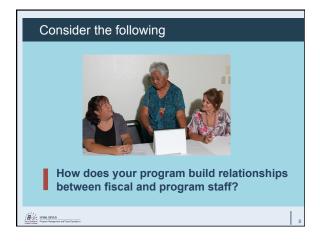
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### OUT of the silos...



# Fiscal and program staff:

- Work together to plan and budget, including non-federal match
- Promote understanding through
   precise language
- Support each other's learning
- Jointly make financial decisions
- Respect each other as resources – "Dr. KNOW!"



#### What is a budget?

#### A budget is a:

"Numerical expression of an organization's dreams that serves as a guide or measure of acceptable financial performance."

- Financial Management for Non-Profit Organizations



#### Budget Period

The interval of time, into which a multi-year period of assistance (project period) is divided for budgetary and funding purposes.

 Head Start Program Performance Standards Part 1305.2 Definitions

And Issue, CENTER IN Factorial Context

#### **Budget Planning**

 Who to include? (staff, governing body, Policy Council, stakeholders)



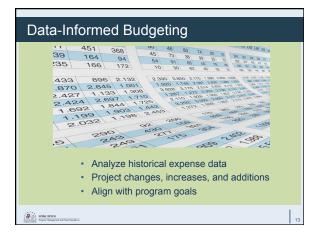
- Determine timelines
   and deadlines
- Schedule budget meeting(s)
- Define expectations and responsibilities

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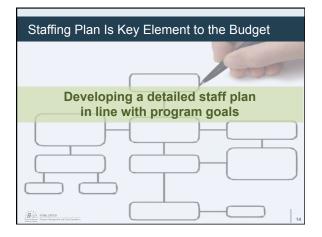
Architecture Internet and Piecel Operations

#### The Importance of Data in Budget Planning

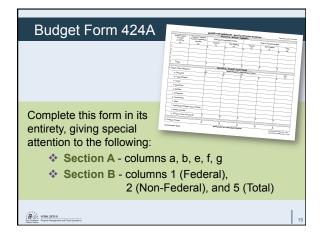
- It starts with the community assessment.
- What kind of data do we need to develop the budget?
- What is the plan for addressing any gaps or budget shortages?



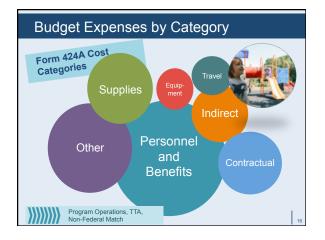




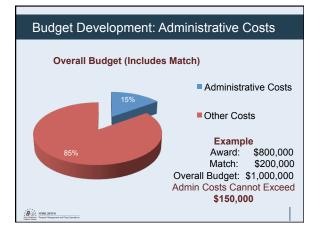


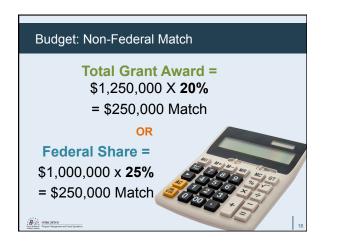












# Budget Development: Narrative

Budget narrative is the justification of "how" and "why" a line item helps to meet the program deliverables.

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## Grant Budget and the Operating Budget

a.Personnel

b. Fringe Benefits

c. Travel d. Equipment e. Supplies f. Contractual

g. Construction

g. Construction
h. Other
i. Total Direct
Charges
(sum of 6a-6h)
j. Indirect Charges
k. TOTALS

Petition	HS/EHS Cost for Program Operations	HS/EHS Cost for Training and Technical Astistance	Non-Federal Share
e. SUPPLIES (Object Class (e)			(cash and in-kind)
<ol> <li>Office Supplies</li> </ol>			
2 Child and Family Services Supplies			
3. Food Services Supplies			
4. Other Supplies			
TOTAL SUPPLIES (fe)			
Administrative Services (e.g., Legil, Accounting)     HealthDoublines Services     Food Services     Child Transportation Services			
5. Training & Technical Assistance			
6. Family Child Care			
Delegate Agency Costs			
8. Other Contracts			
TOTAL CONTRACTUAL (60)			
			_







