

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: J-Program Management and Quality Improvement
Section: 1302.101 Management System
Subject: Financial Reports

Policy:

Report procedures will be followed as per Tri-County Community Council, Inc.'s Financial Policies and Procedures. An effective record-keeping system will be maintained to provide accurate and timely information for use by program planners or decision makers.

Procedure:

1. Financial reports by cost category will be submitted monthly to the Head Start/Early Head Start Director for review.
2. The bookkeeper and/or Chief Finance Officer shall prepare financial reports for the funding sources as required. Bookkeeping staff will complete any reports due before their leave is taken.
3. The Chief Finance Officer will review all reports for funding sources and submit reports for final review to the Executive Director and/or Assistant Executive Director/Human Resource Manager.
4. The Executive Director or designee will sign all reports submitted to the funding source. It will be the responsibility of the Finance Officer to ensure that all reports are submitted on a timely basis.
5. A copy of each monthly program financial report will be made for the bookkeeping file and the Head Start/Early Head Start Director.