



Mid-America Head Start Update

A special publication for the
Mid-America Regional Council Board of Directors

December 2007

This update is part of a series intended to help the MARC Board of Directors gain a better understanding of the programs and services Mid-America Head Start provides to low-income children and families in Clay, Jackson and Platte counties in Missouri. It is our hope that this information will also help define your role and responsibilities as the program's governing body.

Federal Review Prep 101:

Fiscal Oversight

As part of Mid-America Head Start's upcoming first federal review, MARC board members on the Head Start Subcommittee will be interviewed about MARC's governance roles and responsibilities. This update contains information about internal controls that are in place to safeguard federal Head Start funds.

Standard:

Federal Head Start grantees (and delegates) must insure that appropriate internal controls are established and implemented to safeguard federal funds.

Response:

- MARC's finance department manages the fiscal accounting of all Head Start funds.
- MARC has written financial policies that Mid-America Head Start must follow.
- MARC's internal controls for purchasing are in place for Head Start, including a requirement that a minimum of three people must review and approve each expenditure.
- Sub-recipient monitoring is an ongoing process.
- An independent audit is conducted annually.

The MARC Governing Board approves:

- Acceptance of all federal Head Start and Early Head Start funds;
- Annual Program Year application to ACF;
- All Head Start and Early Head Start expenditures over \$15,000.

How is...

the MARC Board fiscally responsible for MAHS?

Mid-America Head Start's governing board has a major role in ensuring that appropriate safeguards are in place to properly manage the federal funds allocated to operate the program.

The governing board approves or disapproves the financial procedures developed by the Mid-America Head Start staff in consultation with an independent auditor. These fiscal policies and procedures should be reviewed annually and revised as necessary.

Specific board responsibilities include:

- being trained in fiduciary controls;
- ensuring the proper controls are established;
- safeguarding program assets;
- securing resources to fulfill goals and mission; and
- approving any budget changes.

It is the responsibility of Mid-America Head Start's executive director and fiscal officer to develop fiscal procedures and policies and to keep the governing board informed.

For more information about Mid-America Head Start, please contact Jim Caccamo, MARC's director of Early Learning, at 816/701-8222 or jcaccamo@marc.org.