

Administrative & Fiscal Managers

2011 Wisconsin Head Start Association Summer Quarterly

<p>Interfacing Our Work Meet with State Agency, Department, or Organization Representatives</p>	<p>Ongoing Monitoring Made Easy from ChildPlus.net Wednesday, June 8 from 10:00 a.m. to noon <i>Kelly Smith, Account Executive, ChildPlus Software</i></p> <p>It is critical for Head Start & Early Head Start programs to have a monitoring program in place to ensure compliance with performance standards and federal mandates. During this live video presentation, participants will learn strategies and methods for organizing and managing the internal monitoring process, creating and tracking corrective action plans, and resolving findings. We'll also look at examples of the Office of Head Start (OHS) monitoring protocol and discuss other types of monitoring tools that agencies may want to create for effective self-monitoring.</p> <p>As a result of their participation, attendees will better understand: the importance of creating agency self-monitoring procedures and policies (while helping you stay compliant <i>throughout</i> the year and relieving stress and panic as you prepare for your triennial reviews); how to work with the OHS monitoring protocol; and, corrective action plans and how to assign staff members with tasks to meet plan objectives. Additionally, participants will have an opportunity to engage the presenter in Q & A throughout the session.</p> <p><u>Please note that this session is appropriate for both representatives of programs which currently use ChildPlus.net and those that do not.</u></p>
<p>Deepening the Content Educational Opportunity</p>	<p>An Auditor's Look at Internal Controls Wednesday, June 8 from 1:00 to 5:00 p.m. <i>John Hemming, Partner, Wipfli LLP</i></p> <p>This session will focus on how an auditor analyzes internal controls throughout the audit process and will cover internal control best practices. If you are an Administrative or Fiscal Manager, please join us for this session to discuss the internal controls your organization must have regarding: assets, liabilities, and revenue and expense accounts. Participants will also receive suggestions for fraud prevention in these areas. Internal Controls as it related to the OMB Circular A-133 Audit Compliance Supplement will be discussed.</p> <p>About the presenter: John Hemming specializes in large and small nonprofit agencies. His experience includes auditing and analyzing grant-funded programs, CAP agencies, Workforce Investment Boards, Head Starts, and complex accounting issues for agencies of all sizes. Since joining Wipfli, John has served over 30 nonprofit clients by helping them with the planning and completion of financial statements and OMB Circular A-133 audits. John enjoys teaching and applying the many facets of nonprofit and grant-funded audit standards to clients.</p>
<p>Connecting with Others</p>	<p>Facilitated Networking and Share Shop Thursday, June 9 from 8:30 to 11:30 a.m. <i>Facilitator TBD</i></p> <p>Head Start and Early Head Start Administrative/Fiscal Managers meet to network, identify and discuss current topics and trends, and share resources like program policies and products.</p> <p>Prior to the Quarterly, participants are encouraged to identify current trends and ideas for discussion as well as suggest program policies and products to share by noticing Molly Kovarik at 608-442-6879 or kovarik@whsaonline.org. Summary lists of submitted topics and suggested policies/products to bring with you to the meeting will be disseminated to registrants prior to the event so <u>please be sure to include your email address on the registration form.</u></p>