



Region IX AHSA Fiscal Institute August 22, 2018

Health & Community Services Building

2625 N. King Street, First Floor – Ponderosa Conference Room

Flagstaff, AZ 86004

Agenda

8:30 -9:00 am	Registration and Check-in
9:00 – 9:30 am	Welcome Introduction & Opening Remarks
9:30 – 10:15 am	<i>Bridging the Gap between Program & Fiscal</i>
	In this session participants will:
	<ul style="list-style-type: none">• Understand the importance of communication between program and fiscal operations• Review the relationship between program and fiscal staff• Examine the key elements of budget development• Discuss steps to improve budget planning
10:15 – 10:30 am	<i>Morning Break</i>
10:30 – 11:15 am	<i>The Five-Year Grant Process</i>
11:15 – 12:15 pm	<i>Implementing Fiscal Regulations</i>
	In this session participants will:
	<ul style="list-style-type: none">• Review fiscal regulations: Uniform Guidance, Head Start Program Performance Standards, and the Head Start Act• Explore ways to optimize fiscal regulations• Identify key considerations when updating and implementing fiscal policies & procedures
12:15 – 1:30 pm	LUNCH WILL BE PROVIDED



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1:30 – 3:00pm

Cost Allocation & Cost Principles

Cost allocation is an integral part of fiscal management. It is the process of assigning the shared cost of a good, resource, or service to two or more programs. In this session participants will:

- Analyze the concept of cost allocation
- Examine cost principles
- Learn how to classify different types of costs
- Review steps to developing a Cost Allocation Plan

3:00-3:15pm

Break

3:15-4:30pm

Internal Controls, Fiscal Monitoring & Reporting

In this session participants will:

- The five strategies to ensure that internal controls are effective
- The objectives that drive an auditor's test for internal controls
- Discuss how fiscal monitoring assists grantees in the oversight of Federal funds
- The regulations related to fiscal reporting

4:30 – 5:00 pm

Q&A & Wrap-up