

UMATILLA-MORROW HEAD START, INC.

Ingredients for Development of a Budget

A. Cooperation and input is needed from each of the following:

Policy Council _____

Director Staff _____ BUDGET

Staff Development Committee _____

B. On-going local program training at Policy Council meetings on financial matters throughout the year can include, but not limited to:

1. Training at the initial Policy Council meeting on Performance Standards and focus on the responsibilities of Policy Council in forming, approving, and monitoring budget.
2. Training at the initial Policy Council meeting on the use of the Management Timetable, and reading financial reports.
3. Reading, reviewing, and approving monthly financial reports at Policy Council meetings.
4. Receiving letters on the funding level and grant application date for the coming program year.
5. Receiving information on the Federal Assistance Grant Application.

C. Formulate a Policy Council Budget Committee which includes members from at least each target area. Insure that Staff Development Committee also participates in developing the budget.

D. Utilize the following tools when meeting to develop the budget.

1. PRISM (Program evaluation) findings.
2. Costs from the previous year and projected costs of budget categories for the coming year.
3. Fixed costs (rent; utilities; leases; insurance; etc.)
Costs open for discussion (supplies; curriculum resources; equipment, etc)
4. Salary schedules.
5. Proposed salary increase, including revised salary schedules; increase/reduction of hours in each position; recommendations from Center Team Leaders; changes in program format.
6. Community Assessment, Telephone Surveys, How Are We Doing?@postcards, Family Action Plans, etc.

E. Provide an atmosphere for open discussion and through review by the Policy Council Budget committee members, Staff Development Committee representatives, and Director.

F. For final approval by the full Policy Council, submit recommendations to the Council prior to the application date in order to provide adequate time for explanations and discussion.