

## FOUNDATION FOR EARLY CHILDHOOD EDUCATION

### Monthly Report of Activities

This is a certification form only. Contemporaneous records (i.e., appointment calendar, client record, etc.) must be attached or retained by employee for a minimum of three years.

Please type or print clearly using ball point pen.

MONTH/YEAR OF THIS REPORT	NAME OF EMPLOYEE	POSITION/TITLE OF EMPLOYEE
		<b>Fiscal Officer</b>
DIVISION/SITE	NAME OF IMMEDIATE SUPERVISOR	
<b>Head Start/State Preschool</b>	<b>Director II</b>	

Certification

*I certify that the information recorded on this report is true and correct to the best of my knowledge.*

SIGNATURE OF EMPLOYEE	DATE SIGNED

SIGNATURE OF SUPERVISOR	DATE SIGNED

Agency has a total of 42 Classrooms; 18 are Part-day and 13 are Full-day and 11 are Dosage

- 1) Manage all aspects of Fiscal operations for Head Start and State Preschool Agency
- 2) Supervise the disbursements to all vendors ensuring proper allocation of expenditures by funding sources
- 3) Record all transactions as per OHS, State, Grantee, and GAP
- 4) Ensure compliance with all Grantee, OHS, and/or State fiscal reporting and documentation
- 5) Ensure Fiscal stability of the agency at all times.
- 6) Ensure compliance with Agencies procurement procedures as per Grantee, OHS, and State guidelines
- 7) Administer and coordiante contract awards for services as per Grantee, OHS, and State mandates.
- 8) Oversee the preparation of all reports for the applicable funding sources.
- 9) Prepare and review reports all Fiscal Activity on a semi-monthly basis, monthly, quarterly, and annual basis as mandated by the applicable funding source.
- 10) Assist in the preparation of the Agency annual audit report
- 11) Responsible for Payroll for all of Foundation staff
- 12) Responsible for monthly fiscal reports to Administration, Managers and the Board of Directors
- 13) Responsible for monthly monitoring of fiscal systems