

## Head Start A to Z: Recordkeeping and Reporting Required Governance Reports

Section Sec. 642(c)(2) of the Head Start Act of 2007 is named Conduct of Responsibilities. It requires each agency to share accurate and regular information for use by the governing body and Policy Council. It lists nine reports that must be shared. This is one of the most frequent areas of findings in program governance.

Here are the required reports:

- (A) monthly financial statements, including credit card expenditures;
- (B) monthly program information summaries;
- (C) program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) the financial audit;
- (F) the annual self-assessment, including any findings related to such assessment;
- (G) the communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) communication and guidance from the Secretary; and
- (I) the program information reports.

