

# Head Start A to Z: Recordkeeping and Reporting

## Reporting Requirements

### Reports to the governing body and Policy Council

- the financial audit
- the annual self-assessment, including any findings related to such assessment
- the community-wide strategic planning and needs assessment of the Head Start agency including any applicable updates
- communication and guidance from the Secretary
- The Program Information Report (PIR)

### Monthly reports to the governing body and Policy Council

- monthly financial statements, including credit card expenditures
- monthly program information summaries
- program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency
- monthly reports of meals and snacks provided through the Child and Adult Care Food Program (CACFP) of the US Department of Agriculture (USDA)

### Financial reports

- Federal Financial Reports SF-425 to regional office (semi-annual, annual and final)
- Cash Transaction Reports SF-425 to Payment Management System (quarterly)

### Reports to OHS/Regional Office

- Program Information Report - uploaded to the Head Start Enterprise System (HSES) by August 31st each year
- Monthly enrollment reports

### Other

- Annual report to the public – Includes 8 required elements as described in the Head Start Act
- Reports to outside funders