



Fiscal Development Services

Developing Professional Annual Reports



PO Box 2482

Cordova, TN 38088-2482 USA

(901) 758-4034 (888) 242-7817

(901) 758-4036 fax

www.hsuniversity.org

CONTACT A REPRESENTATIVE TODAY: 1-888-282-7817

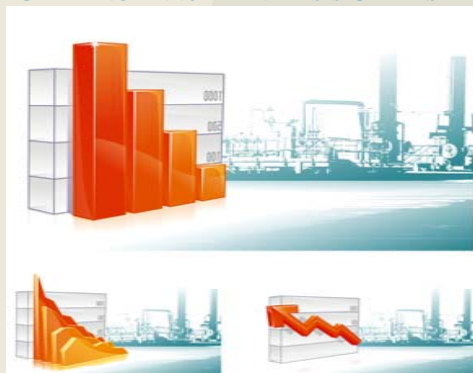
Head Start programs shall make available to the public a report published at least once in each fiscal year that discloses the following information....

Section 644(a)(2) of HS Act

Learn to create professional annual reports that consist of...

- The total amount of public and private funds received and the amount from each source
- An explanation of budgetary expenditures and proposed budget for the fiscal year
- The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment) and the percentage of eligible children served

CREATING ANNUAL ANALYSIS CHARTS



Create professional reports that list...

- Enrollment Percentages
- Medical services delivered
- School Readiness preparations
- Parent Involvement activities
- Current Review results
- Fiscal Audit Results

A comprehensive one-day institute that will help you create professional annual reports that:

- Define your accomplishments, and
- Share financial information

A Comprehensive Annual Report Training

As a Head Start program, you must publish public annual reports that are clear, practical and easy-to follow. The single most important element of a public annual report is the description of your accomplishments. This course will show you in detail how to turn your everyday activities into impressive accomplishments that your supporters will love to read.

YOUR PROGRAM STORY

The course will show you how to use a theme to create a report that tells your Head Start program's story in an engaging and exciting way. You want your program to shine and for families and

community partners to remember what they've read.



FINANCIAL INFORMATION

You will learn about several ways to share financial information and how to write an executive message that appears at the

beginning of your annual report. The course will answer the following questions:

1. What are the basic steps in creating an annual report?
2. Who should write it?
3. How do we write each section?
4. What should it look like?
5. What kind of photo and graphics should we use?
6. When should each report be released?
7. Should we put it on our website and how?
8. Does the report need fancy color and printed in full color?
9. How do we talk about bad news?

10. What are the common mistakes made with annual reports

PROVIDING POSITIVE OUTLOOKS

It is not enough to give program statistics, annual reports should illustrate the impact that the program has on the lives of children, families and the community they serve. When presenting reports for the public, it must be clear, practical and easy to follow.



- Communicate not just your activities but your accomplishments
- Convince parents and community representatives that funds are being well spent
- Educate community leaders and influential decision makers about your work on important issues
- Recognize special people including donors and volunteers
- Serve as a historical record of your progress

Cost: \$249 per person

Date: March 20, 2009

Registration Deadline:
February 27, 2009

Location: FIU- Koven Ctr
Miami, FL

To register call 1-888-282-7817 or visit us online at www.hsuniversity.org!

