

# **REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES**

## **Chapter TP 8-217**

### **Head Start Budget Development and Ongoing Monitoring**



**October 9, 2012**

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SECTION 1: PURPOSE

The purpose of this policy is to establish additional financial policies for Head Start in addition to current tribal administrative and financial policies that apply to all departments.

SECTION 2: BACKGROUND AND INTENT (Reserved)

SECTION 3: DEFINITIONS (Reserved)

SECTION 4: DELEGATED AUTHORITY (Reserved)

SECTION 5: AUTHORIZED PROGRAMS AND SERVICES (Reserved)

SECTION 6: IN-KIND RATES

It is the policy of the Redding Rancheria Head Start that In-Kind costs will be charged and tracked using "current and similar" charges in the community. See TP 8-225 Volunteer Valuation and Donation Rates

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SECTION 7: HEAD START BUDGET DEVELOPMENT

The Redding Rancheria Head Start Budgets Development shall follow these basic guidelines:

- (a) Must follow all current Tribal Budget and Operating Guidelines as outlined in the Tribal Budget Manuals.
- (b) Must be in keeping with all current HS Performance Standards and within the amounts as specified by ACF.
- (c) Must include parent input and approval from the Policy Council.
- (d) Must reflect, to the extent possible, the long and short term goals as outlined by the Policy Council and Tribal Council.
- (e) Must be approved by the Tribal Council.
- (f) Any modification of the budget by either the staff, Policy Council or Tribal Council must likewise be approved by the remaining two groups.
- (g) The approximate time line is as follows:
  - (1) Mid July: Receive notification from ACF.
  - (2) July – August: Staff put draft budget together based on last year's financial information.
  - (3) August – September: Staff meets with Tribal Management and Parent Policy Council.
  - (4) Early September: Policy Council approves and sends to Tribal Council.
  - (5) Mid September: Tribal Council approves and/or asks for revisions.
  - (6) October 1<sup>st</sup>: Send to Washington.
- (h) A similar format is followed for all HS grant applications, i.e. COLA, One Time, etc.

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SECTION 8: COST ALLOCATION – INTER DEPARTMENT

The budget development of the Head Start program must follow all current Tribal Budget and Operating Guidelines as outlined in the Tribal Budget Manuals (TP4-150).

SECTION 9: ONGOING FINANCIAL MONITORING

It is the policy of the Redding Rancheria that:

- (a) The financial expenditures of the Head Start program shall not exceed the 15 percent administrative cap as per Head Start guidelines, and shall be monitored on a monthly basis.
- (b) The program is responsible for tracking a minimum 20 percent non-federal match to the Federal Grant. This shall also be monitored on a monthly basis.
- (c) All direct and indirect expenses be monitored monthly. The Head Start department financial reports shall show this information monthly as reflected to annual budget and shall also show the 20 percent match and 15 percent admin cap.
- (d) The financial reports shall be forwarded and reviewed by the Rancheria Controller, the Rancheria Education Director and the Head Start Program Manager on a monthly basis. These financial reports are also shared with the Tribal Council and Head Start Policy Council. The Head Start Program Manager is responsible to bring any serious discrepancy to the prompt attention of the Tribal Council and Policy Council in writing.

SECTION 10: REVIEW

The CEO shall review this policy each year and shall such make recommendations, if any, for its amendment as appropriate for the effective administration hereof.

Legislative History:

Originally Adopted by Tribal Council Resolution #056-06-16-09, dated June 16, 2009.  
Amended by Tribal Council Resolution #059-10-09-12, dated October 9, 2012.