



**MISSISSIPPI EARLY
Short Courses Offered
with
Fiscal Forum
New Directors Training**

**Indirect Cost
Maximize Your Administrative Options
Four Hour Session**

- Provides analysis of organizational structure and the feasibility of applying an indirect cost rate vs. direct cost, including the option for the 10% De minimis cost rate.
- Provides a step by step process from start to finish in completing an Indirect Cost Proposal.
- Now that you have an approved indirect cost rate, how do you apply the rate to your programs?
- Provides a clear understanding to program directors of how indirect cost rates are developed
- Understanding of how the rates impact programs for budgeting.
- **Deliverables/Resources** – Cost Allocation Certification Template, procedures and templates for developing IDC proposal and applying an IDC rate.

**Facilities
Everything You Need to Know About Purchasing/Renovating Facilities
Four Hour Session**

- Checklist for purchasing and renovating facilities
- Completing a facility application
- Now that I have my funding what do I do next?
- **Deliverables/Resources** - Pre-and-Post facility checklist, Steps for financing facilities, Completing a Facility application



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Reporting

Who, Where, When, Where

Four Hour Session

- o Agency wide reporting formats for governing groups for nonprofits and for profit
- o Sharing information with management teams
- o Federal and State grant reporting requirements
- o **Deliverables/Resources** - Templates for policies, procedures, reporting formats, and resources on reporting requirements

Budgeting/Planning

Understanding the Big Picture

Four Hour Session

- o How to achieve your goals
- o To provide participants with guidance on the how to develop and implement the annual operating budget based on the program data
- o Who should be involved in the budget process?
- o How has Duration impacted your goals and budgets?
- o Is your current budget structure sustainable?
- o Do you have a plan in place for those unforeseen capital expenditures?
- o Is your EHS CCP contractual services sustainable when subsidy is lost?
- o **Deliverables/Resources** - Templates for policies, procedures, departmental budgets, and agency wide budgets
- o Learning Outcomes:
 - Participants will know if their operating budget aligns with their goals, objectives, and outcomes; and
 - Participants will know how to develop their annual operating budget based on data.

The training is designed for all Fiscal staff, Head Start/Early Head Start Directors, Program Managers, Members of the Governing Body with financial expertise and background and Policy Council and other staff.