



Gladys Carrión
Commissioner

MEMORANDUM

Susan Nuccio
Deputy Commissioner/
Chief Financial Officer
Financial Services

DATE: March 11, 2015

TO: Head Start Fiscal Directors

David Brandwein
Financial Services
Chief Financial
Program Officer

FROM: Steve Schimmele 

**SUBJECT: Fiscal-Related Inventory Tool
EL Numbered Memorandum #17**

Steve Schimmele
Director of Grant
Administration

Please be advised that ACS has developed the attached Inventory Tool to assist EarlyLearn contractors receiving Head Start funds in taking a basic inventory of fiscal-related policies and practices. Please return the completed tool to the ACS Fiscal Monitoring Unit as described in the instructions below **by no later than Wednesday, March 25, 2015.**

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Background

Many of the questions pertain to sound financial and accounting practices, which Head Start monitors, but such practices are relevant best practices regardless of the funding stream. Some questions are specifically related to Head Start requirements.

ACS will use your completed Inventory Tool to identify whether your organization requires limited or no action, limited general technical assistance or ongoing assistance to come into compliance with the Head Start fiscal requirements.

Regular monitoring and self-assessment is required for all grantees and delegates receiving Head Start funding. Every EarlyLearn Head Start delegate must be in compliance with relevant Head Start fiscal requirements or be actively working towards becoming compliant.

Instructions

1. Make sure you have enabled macros to optimize the Inventory Tool, which is embedded into a Microsoft Excel workbook. Completing the entire Inventory Tool will take about 1.5 hours. Each tab is a unique

group that can be answered in one sitting or the entire workbook can be completed at one sitting. There are 26 tabs and a total of 351 questions.

2. Answer each question honestly. Each question is answered using a YES or NO response (or when appropriate NA). The more honest the responses the more you will be able to identify strengths and weaknesses, and ACS will be able to determine next steps of monitoring and any required technical assistance. If you are not 100% confident the answer is "YES" then answer "NO". We purposefully asked some questions more than once in different sections. The Inventory Tool sums the number of "YES" responses and posts that number to the Summary Tab.
3. When completed:
 - a) Save using the following format: “[your agency name] ACS Inventory 2015.xls”
 - b) Return the Excel workbook to the email listed below.
 - c) Print the Summary Tab
 - d) Have your Chief Financial Officer and Chief Executive Officer sign and date the Summary Tab attesting to its veracity.
 - e) Scan and email or fax the signed Summary Tab to the Fiscal Monitoring Unit at the email/number below:

EL.Monitoring@acs.nyc.gov

Fax: (212) 513-0308