

# Traut Core Knowledge School

## Fiscal Management Policy

(Approved May 2005; amended May 2006, April 2009, and May 2010)

### Summary

The purpose of the TCKS fiscal management policy is to document a process that will ensure financial resources are allocated effectively to carry out our mission of excellence and fairness in education. The process establishes and maintains coordination among all funding sources and provides for accountability. The process is clearly defined and provides all stakeholders equal access to resource allocation.

### **Section I: Annual School-Wide Budget**

Purpose - to delineate a process which gathers input from all stakeholders which budgets district funds to align with school priorities and which allows for adjustments in mid-year as changing conditions merit.

- a) At the first April SBMC meeting, the Budget Committee will present a preliminary budget, including classroom budget amounts, for the SBMC to consider. This first draft will necessarily be based on incomplete information because the final current year's budget will not be complete and the next year's budget allocation will not be finalized.
- b) As a communication and planning tool for SAAC, non-district funds including grants, fundraising dollars, and donations will be listed in an appendix to the proposed budget. Extra-curricular activities that use TCKS accounts should also be reflected.
- c) A second reading of the proposed budget, based on new information and feedback from the SBMC, will occur at the first May meeting where a budget will be approved.
- d) At the start of the school year, the Budget Committee will meet to determine if any part of the budget needs to be amended. If no budget item needs to be changed by more than 10%, the amendments can be made by agreement of the Budget Committee and reported to the SBMC at their next meeting. Changes larger than 10% must be approved by the SBMC at a regularly scheduled meeting.
- e) If a cumulative change of less than 10% in any budget item is needed during the school year, the Budget Committee will make the adjustment. Cumulative changes above 10% require SBMC approval at a regularly scheduled meeting.

## **Section II: Classroom Budgets**

Purpose – to empower teachers to be money managers by providing district money to each teacher (classroom, specials, and literacy) to pay for copy costs, classroom supplies, instructional materials, and additional enrichment extras as needed.

- a) Teachers have input regarding classroom budgets through their TAB representatives throughout the year.
- b) Supplemental funding may be requested for items not covered by the classroom budget using the allocation process outlined in Section III.
- c) Items purchased with classroom budget funds belong to TCKS and should be labeled as such.

*The remaining sections deal with non-district money.*

## **Section III: Allocation Process**

Purpose – to clearly define an allocation process which gives all stakeholders equal access to fundraising money.

- a) The TAB and PAB strategic planners will work with each grade level team or individual staff member to complete a needs assessment, including suggested parent contribution amounts, by Feb. 15th of each year. Students, committees, and parents will also be asked for this information.
- b) The strategic planners will compile and prepare the assessed needs for presentation to the Budget Committee and SAAC in March.
- c) Based on the needs assessment, “SAAC will make funding recommendations to the SBMC” as required by the Charter by the end of March.
- d) SBMC will then set annual funding priorities to be used by the Budget Committee when allocating non-district funds.
- e) If un-assessed needs arise, requests will be made in writing to the Budget Committee. This allows for flexibility in responding to changing needs and unforeseen opportunities.
- f) The Budget Committee will meet as needed to evaluate incoming requests based on the annual funding priorities set by SBMC. Funding decisions will be communicated to the requester in a timely manner.
- g) When making allocations, the Budget Committee will decide whether the request should be funded with district funds, grants, fundraising dollars, some other source of funds, or some combination. The Budget Committee may also attach conditions to the funding.

- h) Fundraising dollars allocated to a specific committee or program (i.e. Library Committee) will primarily be used to support their specific mission or program. The Budget Committee may refer any requests that are a good match to those funding sources. Funding decisions will be communicated to the requester and the Budget Committee in a timely manner.
- i) The Budget Committee will provide a general accounting (i.e. 2<sup>nd</sup>-3<sup>rd</sup> science manipulatives - \$200) of the allocation of fundraising dollars to the TCKS community by the end of each school year.
- j) Each year, SBMC will determine the amount of fundraising dollars to be held in reserve. This reserve will be based on the amount of money generated, the amount required to meet funding priorities, and the current and possible future needs.

#### **Section IV: Parent Contributions and Donations**

Purpose— To support classroom enrichment activities and other school needs through monetary contributions and donations of money, goods, and services. Contributions are monies that otherwise would have been collected from all families at the time of the event/activity. Donations are funds collected to augment the school budget or to show teacher appreciation. The 5<sup>th</sup> Grade ECO fee is exempted from this provision, and it will be collected separately.

- a) Each teacher, classroom coordinator, or their designee may request goods (Kleenex, paper products, snacks and craft items for parties, etc...) and services at any time. The request will make clear that a response is voluntary.
- b) The PAB will sponsor a parent contribution drive. The purpose of this contribution drive is to ensure that adequate funding is available for school activities.
  - 1. The Budget Committee will work with each grade level team to determine the minimum per student contribution amount needed to support school activities. The SBMC will approve the amounts each year.
  - 2. Contributions for these school activities will be requested at the beginning of each year.
  - 3. The identity of contributors, non-contributors, their scholarship/financial status, and the amount of contributions will be held in confidence by the school Office Manager except as noted in item 6 below or as required by PSD policy.
  - 4. If a family has not given enough to cover their contribution, they will need to submit a scholarship request to the Office Manager to offset those costs.

5. PSD guidelines state that “fees, fines, and charges shall be waived for ‘free or reduced-price’ school lunch status students **who complete the district’s Fee Waiver form**. The form is necessary because the district is legally prohibited from using free or reduced-price lunch qualification information for any other purpose.” Therefore scholarships for covering the costs of actual events/activities will be automatically granted by the Office Manager if there is a District Fee Waiver form on file for the family.
  6. For families who do not have a District Fee Waiver form on file, the Office Manager will turn the scholarship request over to the principal to work with the family to arrange a way for the child to participate in the events.
  7. A general guideline will be that the funds transferred into each classroom budget from this contribution drive will be determined by multiplying the approved contribution amount by the number of students in that class. The Budget Committee may recommend to the SBMC an allocation of funds from TCKS’ general fundraising account to supplement individual classroom budgets as needed.
- c) The PAB will sponsor a parent donation drive to provide an opportunity for families to give directly to school-wide staff appreciation and the TCKS general fundraising account without the need for a separate fundraising activity.
1. This will be coordinated with the parent contribution drive and held at the beginning of the school year.
  2. The identity of donors, non-donors, and the amount of donations given will be held in confidence by the school Office Manager except as required by PSD policy.
- d) The members of each individual family may choose how and when they want to show appreciation to each staff member.
1. Collection of the one-time request for funds for the classroom group gift(s) may be organized by each classroom coordinator, or her/his designee, using the PAB’s current group gift form letter.
  2. The classroom coordinator or her/his designee should be the only initiator of a classroom-wide request for funds for teacher gift(s). Parents may contact their own, personal social network for a group gift, but extending that request to the whole classroom is contrary to the purpose of the FMP: to restrict requests for funds to a one-time collection.

## **Section V: Fundraising**

Purpose-- to coordinate the planning of all fundraising efforts to generate cash to supplement and enhance district funding.

- a) Based on SBMC funding priorities, the Fundraising Committee will develop a written, annual fundraising plan. The plan will list all TCKS fundraisers, their sponsors and the approximate date of each event.
- b) The Fundraising Committee will schedule events with careful consideration of school functions, holidays, and existing time commitments of parent partners, staff and students.
- c) The fundraising plan will be submitted to the SBMC for approval, in the spring prior to the year for which it is planned. The plan will be published in the Friday Notes at the beginning of the fundraising plan year.
- d) The Fundraising Committee will provide an annual written account of the funds raised from all fundraising events to the SBMC by the end of each school year.
- e) No other monetary request, of any kind, will be made during the year without SBMC approval (Type I decision, one reading). The 5<sup>th</sup> Grade ECO fee is exempted from this provision, and it will be collected separately.

#### **Section VI: Community Donor Funding**

Purpose – to receive cash, goods and services outside of Parent Contributions (see Section IV) to supplement district funding.

- a) Gifts made to TCKS by a donor will be allocated according to the donor's expressed intent.
- b) If the donor does not have a specific intent, the gift will be considered to be a part of the general fundraising dollars.

#### **Section VII: Definitions**

Purpose-to define or clarify the meaning of specific terms used in this policy.

Curriculum-related Special Activity – An activity or event where the central focus directly ties into the grade level's curriculum and enriches the learning of this topic.

Field Trip – An off-site activity or event where the central focus ties into the grade level's curriculum and enriches the learning of this topic.

Fundraiser--An activity or event for which the purpose is to raise funds (money) for a specific organization, group or cause. (Traut Country Fair, Jump Rope for Heart, Book Fair, etc...)

Service Project – An organized project for which the purpose is to render service. (Cleaning-up a trail, painting a school, putting mulch around trees, etc..)

Relief effort or Drive – An organized effort for which the purpose is to collect goods to benefit an organization or cause. (Canned food, winter coats, school supplies, toys, mittens, etc....)

Social – An activity or event for which the purpose is to have fun, socialize and get better acquainted with others in attendance. (Ice cream social, hot dog night, etc...)

Contribution- A specific amount of money requested from parents to cover field trips and curriculum-related special activities for their child(ren) each year.

Donation – Money, goods, and services, gifted to TCKS for general or specific use.