COMMUNICATION

MY SCHOOL'S FINANCES

HOW AM I DOING?

DROWNING AND IN NEED OF A LIFE JACKET?
COMMUNICATION

Principals/Administrators

- SUMMER RETREATS
- POLICY AND PROCEDURE MANUAL SIGNED EACH YEAR
- MEETING MINUTES/POWERPOINTS FROM BOOKKEEPER
  BOOT CAMPS

COMMUNICATION

Bookkeepers

- SUMMER RETREATS
- POLICY AND PROCEDURE MANUAL SIGNED EACH YEAR
- MONTHLY BOOT CAMPS
- MONTHLY REMINDERS
COMMUNICATION

SUPPORT ORGANIZATIONS/BOOSTER CLUBS

• LUNCH AND LEARN MEETINGS
• MEETINGS/CHANGE OF SEASONS (6 TIMES YEARLY)
• LOCAL SCHOOL TRAINING

WHAT KIND OF MONIES DO I HAVE?

STATE FUNDS
LOCAL FUNDS
FEDERAL FUNDS
DONATIONS
GRANTS
FEES
FUNDRAISERS
COMMISSIONS
GATE RECEIPTS
HOW CAN I SPEND?

PTO/PTA (NON-PUBLIC)*

Funds Come From...
- Donations
- Parent Dues
- Fundraisers
- Commissions

Funds Can Be Used For...
- Designated Approved Budget Voted On By Members

*Funds Become Public Once Transferred To School Activity
HOW CAN I SPEND?

DONATIONS (PUBLIC)

Funds Come From...
- Businesses
- Legislator
- Parent

Funds Can Be Used For...
- Furniture/Fixtures
- Instructional Materials/Equipment
- Professional Development
- Any allowable “public” funds purchase unless specified by donor

HOW CAN I SPEND?

STATE FUNDS (PUBLIC) Funds come from SDE

- TEACHER-SF
  - (Instructional materials/equipment; supplies, paper, calculators, books)
- TECHNOLOGY-SF
  - (All software/hardware/apps have to be approved by HCS’s IT department)
- PROFESSIONAL DEV-SF
  - (Registration fees, books, speakers for in-house training)
- Library-SF
  - (Library books, periodicals, software)
HOW CAN I SPEND?

LOCAL FUNDS (PUBLIC)

Funds Come From...
- Parent Donations at Registration
- PTO’s*

Funds Can Be Used For...
- Instructional Materials / Equipment; Books
- Rugs, Furniture
- Supplies; Paper
- Professional Development

*If PTO stipulated guidelines on purchases, monies have to be spent accordingly

HOW CAN I SPEND?

COMMISSIONS (PUBLIC)*

Funds Come From...
- Vendors (Target, Publix, etc.)
- Picture Monies
- Vending Machines

Funds Can Be Used For...
- Furniture / Fixtures; Capital Improvements
- Instructional Materials
- Professional Development

*Monies can be deemed non-public if solely managed by support organization
HOW CAN I SPEND?

ATHLETIC-FR (PUBLIC)*

Funds come from...
- Fundraisers led by coaches, teachers, public employees
- Public guidelines will be used

Funds Can Be Used For...
- Athletic equipment, uniforms, referees
- Transportation, tournament fees
- Team meals

HOW CAN I SPEND?

ATHLETIC BOOSTER (NON-PUBLIC)

Funds Come From...
- Membership Dues
- Fundraisers

Funds Can Be Used For...
- Snacks
- Gifts
- Banquet
- Travel
HOW CAN I SPEND?

ATHLETIC TEAM (PUBLIC)

Funds Come From…
• Admissions
• Spirit Pack
• Activity Card/Sports Pass

Funds Can Be Used For…
• Athletic Equipment/Uniforms/Team Meals
• Referees
• Transportation
• Tournament Fees

HOW CAN I SPEND?

STUDENT CLUBS (NON-PUBLIC)*

Funds Come From…
• Dues and Fees
• Fundraisers

Funds Can Be Used For…
• Events
• T-Shirts
• Philanthropic Projects
• Snacks, Gifts, Banquets
• Travel

*Elementary student clubs are considered public funds / sponsor led
HOW CAN I SPEND?

COURSE FEES (PUBLIC)

Funds Come From…

• Registration Fees/Fee Sheet

Funds Can Be Used For…

• Instructional Materials/Equipment

HOW CAN I SPEND?

FIELD TRIPS (PUBLIC)

Funds Come From…

• Student
• PTO
• Fundraisers

Funds Can Be Used For…

• Admissions
• Transportation
• Snacks/lunch if actually collected as part of the fee
HOW CAN I SPEND?

REGISTRATION FEES/DONATIONS (PUBLIC)
Funds Come From…
• Student

Funds Can Be Used For…
• Purpose collected and should be expended in year received

HOW CAN I SPEND?

DRIVER’S ED (PUBLIC)
Funds Come From…
• Student-Registration Fee/Fee Sheet

Funds Can Be Used For…
• Transfer to BOE to supplement insurance and maintenance costs
HOW CAN I SPEND?

DISTRICT (PUBLIC)

Funds Come From...
  • Will be a check from the Board

Funds Can Be Used For...
  • Transfer to applicable activities
  • Should ALWAYS have a zero balance; cannot be used as saving account

HOW CAN I SPEND?

BANK (Both PUBLIC & NON-PUBLIC)

Funds Come From...
  • Report shows zero balance, OK
  • Balance sheet shows breakdown of cash in checking, change cash, petty cash, CD’s if applicable, Investments with Board* if applicable

*Funds invested may be from the principal’s reserve account or from a support organization
DO NOT USE (Public/Non-Public)

Funds Come From…
- Open PO Register
- Returned NSF’s

Funds Can Be Used For…
- NOT available for use
- Used as a “holding account” for encumbrances and NSF’s

HEALTH ROOM (PUBLIC)

Funds Come From…
- Principal Discretionary
- PTO
- Commissions
- Donations

Funds Can Be Used For…
- Health Room Supplies/Equipment
HOW CAN I SPEND?

DROP/ADD FEE (PUBLIC)

Funds Come From…
- Student (class change fee)

Funds Can Be Used For…
- Transfer to School Instruction by journal entry
- Can be used for instructional materials at EOY

HOW CAN I SPEND?

OFFICE (PUBLIC)

Funds Come From…
- Principal Discretionary
- PTO
- Commissions
- Donations

Funds Can Be Used For…
- General Supplies, Paper, Postage, Postage Machine Lease*

*Lease has to be approved by CSFO
HOW CAN I SPEND?

GRANTS (PUBLIC)

Funds Come From...
- Businesses
- Hoover Foundation

Funds Can Be Used For...
- Monies have to be spent according to written grant request
- Awarded documentation should be on file at the local school

HOW CAN I SPEND?

PRINCIPAL DISCRETIONARY (PUBLIC)

Funds Come From...
- District (Current Year Allocation)

Funds Can Be Used For...
- To Be Used at Superintendent's Direction
HOW CAN I SPEND?

PRINCIPAL RESERVE (PUBLIC)

Funds Come From…
• Discretionary Dollars
• Commissions

Funds Can Be Used For…
• Transfer funds to appropriate activity
• Public guidelines

HOW CAN I SPEND?

RENTAL INCOME (PUBLIC)

Funds Come From…
• Users

Funds Can Be Used For…
• Classroom Furniture (Folding Chairs/Tables/Carts)
• Land Improvements (Repave Track)*
• Building Repairs and Maintenance (Carpets, Stage Curtains, Sound Systems)

* Land Repair & Maintenance requires Superintendent and Operations Coordinator approval
HOW CAN I SPEND?

SCHOOL INSTRUCTION (PUBLIC)*
Funds Come From...
• Remaining "State" Classroom Allocation

Funds Can Be Used For...
• Instructional Materials
• Equipment
• Testing Materials

*Use these funds sooner than later

HOW CAN I SPEND?

SUMMER SCHOOL (PUBLIC)
Funds Come From...
• Registration Fee-Student

Funds Can Be Used For...
• Transfer to BOE to Supplement Cost of Salaries/Benefits
HOW CAN I SPEND?

VANDALISM (PUBLIC)
Funds Come From...
  • Vandal
Funds Can Be Used For...
  • Building/Grounds Repair
  • Reimbursement to BOE for Expenses

HOW CAN I SPEND?

YEARBOOK (PUBLIC)*
Funds Come From...
  • Student
Funds Can Be Used For...
  • Purpose Collected
  • Yearbook Software
  • Yearbook Equipment
  • Yearbook Training

* Contract required
HOW DO I STAY AFLOAT?

ORDER OF SPENDING
• PTO Monies
• Parent Donations
• State Monies
• Commissions
• Reserve
• CD’s
• Investments with Board

FINANCIAL REPORTS
• Know Your Accounts/Activities
• Question Past Due Notices
• Compare Income Balances With Prior Year
• Be Aware of Deadlines Not Being Met
• Meet With Bookkeeper Once a Month to Review Accounts
• Review Journal Entry Documentation
• Monthly Financial Statement Checklist
• NEVER be afraid to call Central Office for help!
QUESTIONS?

TERESA MEADOWS
TERESA.MEADOWS7.5@GMAIL.COM
(205) 862-9996