

Community Action Team CHILD & FAMILY DEVELOPMENT PROGRAMS Parent Fund Guidance

Each year a program budget is developed in each center and a dollar amount determined for each center Parent Committee (grant funds). This dollar amount is different for each center and is based on a per class, amount determined annually in the budget process.

These dollars are to help Parent Committees get started. Each center Parent Committee may increase their "Parent Fund" by doing activity events in the local community (parent-raised funds). The activity events must be managed with the same procedure as the parent fund dollars in the budget.

Increasing parent funds happen in a variety of ways.

1. The formula for determining the amount in each center budget may be changed by an approval of the budget by Policy Council.
2. Each center's parent committee plans and carries out activities and events for their center.

Each Parent Committee makes their own decisions concerning parent activity events including planning and holding such events. Parent Committees are not required to increase parent funds, but will still decide how to use the amount allotted in the program center budget.

The intent of parent funds is to support family engagement and participation in family fun nights and other parent activities during the school year. The individual center parent group must approve parent funds expenditures for that center. These funds are not for purchasing consumable center supplies or supplies required for regular operation. The parent committee may decide to purchase material for quality improvement for the center, classroom or playground. Minutes/recaps will clearly identify how these items will improve or enhance the program and may be subject to approval by the program director.

Examples of **allowed** parent fund use:

- Identifying a special speaker to present at a Parent Committee activity and paying his or her fee
- Purchasing items to support parent activities related to family fun nights and information opportunities. For example, purchasing food to be used

- during making healthy snacks with kids event
- Field trips for parents: for example, making a trip to the state capital
- Child care expenses for center related parent activities
- Parent Coffee Klatch
- Summer activity packets
- Special items for enhancement of the program, such as -
 - * These items may require director approval
 - Field trip safety vests
 - Lending Library of literacy, mathematics, school readiness bags
 - Parent identified specialty items

Examples of parent fund use **not allowed:**

- Paint, glue, paper, crayons
- Consumable supplies for use in the center
- Regular operating equipment - faxes, phones, cameras, etc.
- Regular and required classroom materials - manipulatives, books, puzzles, blocks, etc.
- Unallowable purchases such as; gift cards, alcohol, etc.

CENTER PARENT COMMITTEE FUNDS

All transactions utilizing Parent Committee Funds must follow these steps:

1. Prior to purchase, parent committees will approve any expenditure. Minutes/recaps will document approval.
 - A. The parents at the activity will vote on all proposed expenditures under \$100, which will be recorded in the minutes/recap.
 - B. Any purchase over \$100 will be approved by a vote of more than half of all parents on the committee who respond.
 - C. If 100% of parents are not at the activity, a ballot must be sent home or a phone ballot made by a Parent Committee member. A date for returning ballots will be set at the parent meeting.
 - D. One vote per family of enrolled students.
2. All purchases or reimbursements will follow CAT fiscal procedures. The Center Manager is responsible for completion of the paperwork and assuring policies and procedures are followed.
3. Purchase orders or payment requests must be sent to the CAT office, to be processed within the disbursement's timeline.
4. All childcare payments must be signed by the caregiver before payment

will be made.

5. Grant restricted parent funds must be used during the fiscal year, July 1 to June 30th, and do not roll over into the next fiscal year.
6. All unrestricted parent raised activity funds remaining at the end of the program school year, will be available for the next Parent Committee.

It is the responsibility of the Treasurer of the Parent Committee to keep up to date records, and to provide a monthly report to the Parent Committee showing transactions and balances. (Center Managers will assist as needed).

POLICY COUNCIL FUNDS WILL COVER ALLOWABLE COSTS FOR ELECTED MEMBERS TO REMOVE BARRIERS TO PARTICIPATE:

1. Meeting Cost
2. Policy Council Training
3. Gas and Child Care to attend Policy Council meetings or events.
4. State, Regional and National Meetings

Expenditures that are not grant allowable will not be included in the budget. These may include, but are not limited to political activities, costs, gift cards, alcohol, child care paid to a parent not attending the event,