

ADMINISTRATIVE PROCEDURE 625 SCHOOL FINANCIAL TRANSPARENCY

The Board of Education recognizes that schools have been provided with a district allocation of funds to meet the goals and priorities of the school. Furthermore, schools generate trust funds from parents and community members to supplement the activities at their school.

The Board is ultimately responsible for the effective use of all funds in the district but has delegated the management of school based funds to each school. Schools need to demonstrate, in a transparent manner, how they intend to use these funds.

Purpose:

- Ensure clear communication of information to school partners (e.g., PAC, staff).
- Discuss upcoming priorities for school: How do these align with achievement goals and school growth plans?
- Align timing of expenditures with timing of revenues: Is the school spending the funds collected from parents on current year students or a long term plan?

Process:

- Annually in the fall, meet with staff and PAC to discuss financial priorities for the upcoming year.
- Annually in the spring, meet with staff and PAC to provide an update on the priorities identified in the fall.