

## **New Horizons Charter School**

### **FUND ALLOCATION PROCESS**

- 1) School Council will solicit school administration and parental input on allocation of funds for the year (via email, survey, Facebook, etc.)
- 2) Based on input received, School Council executive will develop proposed fund allocation template.
- 3) At the earliest School Council meeting, the proposed fund allocation template will be discussed and approved. Any yearly recurring items may be approved at this time.
- 4) School Council sends the approved Fund Allocation document to FANHS for consideration.
- 5) FANHS advises School Council whether or not they are able to support the Fund Allocation document/model as submitted.
- 6) Any upcoming items or activities will be discussed at monthly School Council meetings; agendas will be posted as per operating procedures.
- 7) Receipts and the FANHS Reimbursement Form should be forwarded directly to FANHS Treasurer and to be CC'd to School Council Finance Officer.
- 8) Upon verification of reimbursement request the SC Finance Officer will provide authorization for payment to FANHS Treasurer.
- 9) Payee's will receive payment directly from FANHS Treasurer.

10) School Council Finance Officer will track expenditures and present updates at regular School Council meetings.

## FUND ALLOCATION CATEGORIES

- ❖ Classroom Support

  - ❖ School Support

- ❖ School Enhancement

- ❖ Community Building/ Parent Support ❖ School Counsel Administration

Revised Feb 9/16.