



## Site/Classroom Budget and Budget Tracking

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As a Direct Service Team (DST), you have a specific amount in your center budget for the year to spend on various items as described below. At the beginning of the year, use a separate **Budget Tracking Form** to project what you think you might spend each month over the course of the next program year. ***The DST is the only group that will track actual expenditures.*** The **Balances Fund Worksheet** is used to keep a running total of expenditures and remaining balances. **These funds are not meant to be used for end of the year activities.**

### **Classroom Supplies:**

These are expenditures for the supplies, materials and equipment to provide a developmentally appropriate environment for children and support for staff. This amount is to be used over one program year (it **cannot** be carried over to the next program year).

### **Nutrition Exploration:**

The primary purpose of these funds is to purchase food and food supplies for nutrition activities that actively involve children **monthly**. These funds may, secondarily, be used for special dietary needs of children not covered by USDA and to supplement meals needing more variety, heartiness, or ethnic value.

### **Family Gatherings/Parent Activities:**

The primary purpose of these funds is to provide support for family gatherings and parent activities **three times a year**. Funds are used for nutritious meals, educational presenters, educational materials and supplies in promoting the purposes of the Family Gathering/Parent Activity. The Parent Committee must approve use of these funds.

### **Budget Tracking:**

Each site/classroom must work with their direct supervisor to track the use of funds. Classroom budget reports are made available through Wespac. Using a tracking form for the above categories will ensure effective oversight of funds.