



Site/Classroom Budget and Budget Tracking

As a Direct Service Team (DST), you have a specific amount in your annual site/classroom budget to spend on these items:

- **Classroom Supplies:** Expenditures for the supplies, materials and equipment to provide a developmentally appropriate environment for children and support for staff.
- **Nutrition Exploration:** Expenditures for food and food supplies for nutrition activities that actively involve children **monthly**. These funds may also 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:** Expenditures for supporting family gatherings and parent activities at least **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. Staff are encouraged to review potential purchases with the parent committee to ensure support for use of funds.

Site/Classroom funds are not meant to be used for end of the year activities nor are these funds to be used for general operation items such as toilet paper, paper towels, napkins and cleaning supplies.

Unspent funds do not carry over to the next program year.

How to Use Site/Classroom Funds

With supervisor approval, you can:

1. Use the Purchase Order Procedure to shop Fred Meyer or Central Market.
2. Use Purchase Request Form Procedure to place an order.
3. Make last minute purchases and submit Non-Travel Reimbursement Form. For example, picking up milk at Safeway on way to classroom.

Budget Tracking

Each site/classroom must work with their direct supervisor to track the use of funds and remain within budget. At the beginning of the year, use the Budget Planning and Tracking Forms to project what you think you might spend each month and to track actual expenditures. The Internal Accountant will provide Supervisors a monthly report to be used to keep a running total of expenditures and remaining balances.

