



# FUNDamentals of EDUCATION

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Member NAEOP

*Managing Funds and Business Processes for  
School Officials So They can Lead Instruction*  
[www.fundamentalsofeducation.org](http://www.fundamentalsofeducation.org)

## SPENDING PROCEDURES

### Deadlines

The deadline for spending current year money will be announced in May.

### Instructional Funds

The amount of money given to each grade level, Coordinator or Team from the school or department's "Operating Budget" is considered "Instructional Money". A report is printed monthly (or at your request) for each Team Leader or Teacher to review his/her transactions and current balance. Any remaining balance (at year end) in a team's instructional funds cannot be carried forward into the next fiscal year.

### Activity Funds

Any "real" money collected from your students for an activity, such as, field trips, pizza parties, book clubs, etc., is considered "Activity Funds". This money is held in the school checking account and spent through the on sight School Secretary. The balance is carried forward for each grade level from year to year. **Activity funds can only be used for students and for the purpose in which they were collected.**

Ordering Supplies Using Instructional Funds (including your textbook allocation if you have one)

[www.fundamentalsofeducation.org](http://www.fundamentalsofeducation.org)

will lead you in the right direction!

All orders should be entered online with your login credentials (where applicable) or submitted to Tonia. Please do not place orders directly with any vendor unless you are logged in with your school-assigned credentials. If you are using a vendor for which you have no login credentials, please copy your shopping cart and email it to Tonia. If saving your cart is an option, you can do that and send Tonia the login information. If you are using a vendor that is not available online, send the order to Tonia by email or fax (include a date on your fax). Do not send orders in the pony mail.

**If any funds, other than your Instructional money are to be used to pay for an order, please alert Tonia by email that there is another funding source (eg. PTO will pay, or Pay with Shannon Grant...)**

### Invoices Received in the Mail

If for some reason an invoice makes it to you, please forward it to Tonia for Payment.

### Reimbursement for "Out of Pocket" Expenses

If you spend your personal money on classroom/school materials and would like to be reimbursed from your Instructional funds, keep a copy of your receipt and submit the original to Tonia with a **General Expense form** which can be found online at [http://www.fundamentalsofeducation.org/2000\\_FOE\\_General\\_Expense\\_Form.xls](http://www.fundamentalsofeducation.org/2000_FOE_General_Expense_Form.xls). Please note: taxes paid cannot be reimbursed. You can expect the check to arrive at your home address via US mail within 10-15 days.

### Using Local Charge Accounts

It is very important to include your name and your school name when signing charge slips for local merchants. To ensure your grade level balances are correct at all times and we receive applicable discounts, please submit all charge slips to Tonia the following business day. Please keep a copy for yourself. Note: If you do not submit a copy of your Teacher's Edition charge slip, you will not receive the store discount.

### Request for Professional Development Stipend

Contact Shelia Waddy at 434-971-4021

### Grants, PTO & Other Money

If you are using Grant money, PTO money, or any money other than your instructional funds to pay for an order, please make sure you notify Tonia of the funding source. All orders and requests for reimbursement will be deducted from your instructional funds unless otherwise noted. You can place these orders through Tonia,, however the funding source needs to be specified at the time of order.