

# ARMSTRONG SCHOOL DISTRICT FOUNDATION



## Accounting & Purchasing Procedures

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## **ARMSTRONG SCHOOL DISTRICT FOUNDATION OVERVIEW**

**The Armstrong School District Foundation (ASDF) is a 501c3 non-profit organization whose mission is to enhance and enrich the learning experiences of our students by encouraging and supporting the development of educational programs.**

## **RECOGNITION OF FUNDS APPROVED**

**Teachers are to submit a grant application to the ASDF requesting funds. The main purpose for the request should be to help enrich student learning and enhance instructional programs within ASD schools.**

**The grant applications will be reviewed by appropriate committee members of the ASDF. Grants will be presented to the ASDF Board at monthly meetings for final approval.**

**Teachers will be notified of grant approval and must follow purchasing guidelines per ASD Board Policy. The ASDF will not fund purchases made prior to the grants final approval.**

## **PURCHASING GUIDELINES**

**Teachers are to work with the building secretary in completing purchases for the approved grant. Purchasing guidelines must be followed per ASD Board policy 610. This may include following quotation and bid limit procedures depending upon amount of the grant approved. A purchase order is required to complete a transaction within the district.**

**The teacher will be responsible for researching items to purchase for the grant. The teacher will provide the building secretary with appropriate documentation to submit a requisition. This should include at a minimum the vendor information and a lists of items.**

**Prior to purchase orders being produced an electronic requisition will be submitted for approval by the building secretary. The requisition must be approved by appropriate levels of authorization. This would include the school Principal, Director of Accounting and Director of Finance and Operations.**

**All grants are to be fully expended during the year of approval.**

**Deferrals to the following school year will not be made unless prior approval is granted. There will be few exceptions that allow a grant to be deferred to the following school year.**

## **GRANT RECORD KEEPING & RECONCILIATION**

**The teacher is responsible for keeping track of funds expensed and available for the grant. A spreadsheet will be provided to reconcile each purchase. The spreadsheet must be submitted to the Director of Accounting once the grant is fully expended.**

**The reconciliation spreadsheet will include columns for the vendor, purchase order number, purchase amount and grant balance. The spreadsheet will be provided in excel format. The available grant balance will update with each purchase entered.**

**The purchase order number and purchase amount can be obtained by contacting the building secretary.**

**The following page includes an example of a completed reconciliation spreadsheet.**

# **GRANT RECONCILIATION SPREADSHEET**

## **ARMSTRONG SCHOOL DISTRICT FOUNDATION GRANT AWARD RECONCILIATION SHEET**

Grant Awarded:

**ASDF Grant**

Grant Award Amount:

**\$5,000.00**

<b>Vendor/Store Name</b>	<b>PO #</b>	<b>Amount</b>	<b>Grant Balance</b>
Amazon	1234567890	\$1,500.00	\$3,500.00
Kurtz Bros.	1234567891	\$2,000.00	\$1,500.00
Really Good Stuff	1234567892	\$500.00	\$1,000.00
Amazon	1234567893	\$1,000.00	\$0.00
			\$0.00

### **Instructions:**

All purchases need to have purchase order created by your building secretary and approved prior to the purchase being made. The Armstrong School District is a tax-exempt organization and will not reimburse for sales tax. Please review the ASD Business Procedure Manual and Policies for details on purchasing. Any questions on purchasing can be addressed by contact the District Business Office.

Please remit this form to the Director of Accounting, once the grant award has been depleted.

## **EITC PROGRAM**

**The ASD Foundation is eligible to receive donations through Pennsylvania's Educational Improvement Tax Credit (EITC) program. Local businesses may be awarded tax credits by making contributions to Educational Improvement Organizations for which ASDF is recognized.**

**The ASD Foundation must follow certain guidelines to maintain EITC eligibility. This includes an annual renewal application to be submitted to the Department of Community and Economic Development (DCED). Each EITC grant recipient must complete an EITC narrative. The narrative should describe in detail the nature of the grant and how the funds were used to enhance the curriculum or academic program of the public school.**

**This narrative should be submitted to the ASD Foundation Treasurer by June 30<sup>th</sup> of the fiscal year the grant was awarded.**



## **TIMELINE**

**Fall Grant Application due:**

**November 10<sup>th</sup>**

**Fall Grants Approved:**

**November Board Meeting**

**Winter Grant Application due:**

**January 12<sup>th</sup>**

**Winter Grants Approved:**

**January Board Meeting**

**Narrative & Reconciliation due:**

**June 30th**