

St Robert Home & School Association Discretionary Fund Approval & Distribution Policy & Procedures

The Home & School Association board members approve discretionary fund requests for to be used for expenditures which have not been previously approved as part of the fiscal year budget.

Discretionary funds approved by the Board should be capital expenditures which improve or enhance St. Robert School as opposed to operating expenses. Approvals will be made based upon their consistency with the objectives of the Home & School Association and School Advisory Board and/or based upon necessity. Funds approved should seek to benefit the school or classroom population as a whole as opposed to benefiting any specific individual or group of individuals.

Any administrator, parent or teacher may present a proposal for discretionary funds to the Home & School Association Board either in writing or in person at a monthly Board meeting. Once presented the Board shall determine by a majority whether additional information is necessary or whether the proposal shall be voted upon at the current meeting.

The Board in voting shall approve by a majority of present members (1) the maximum dollar amount of discretionary funds to be allocated to the proposal, (2) the person or persons responsible for using the approved funds, and (3) the time by which the funds must be used.

Purchases \$500 and over must obtain three price quotes unless that guideline is waived by the Board during approval. The responsible party for purchases shall be notified of approval and purchasing guidelines by either the Board President or Treasurer. Funds not used within the time approved by the Board will expire and be returned to the available discretionary funds. Any amounts in excess of the Board approved amount shall be subsequent to a secondary approval prior to payment by the Treasurer. Excess funds of a Board approved proposal shall be returned to available discretionary funds. The Board shall review open approvals monthly for progress.

**St. Robert's Home & School Association
Discretionary Fund Approval Form by Board Members**

General Description of Proposal:

Proposed By:

Date Proposed:

Dollar Amount Approved:

Date Approved:

Person Responsible for Purchase:

Time Limit for Purchase:

Waiver of Quotation Requirement (Y/N)

Signatures & Date by Approving Board Members
