

## Building Budget Allocations

Monthly building budget reports are placed in a notebook in the staff room. Detailed reports of current expenditures are available from the secretary and are available upon request. Woodside receives money to use for basic building expenditures depending upon the FTE for the school year. The building budget is finalized in October and the November budget details Woodside's exact monies for the school year.

### Grade Level Allocations

Depending upon the health of the current year's budget, on Nov. 1 of each school year, each grade level may be allocated a certain dollar amount per student. This may be used for field trips, consumable classroom materials, teaching resources, professional growth materials, special art supplies, etc. Members of each grade level will need to come to consensus on how these funds will be spent although each staff member doesn't have to purchase the same item for the classroom. Grade-level money needs to be spent by May 1 of each school year but staff members are encouraged not to spend "just to spend it." A printout of the status of the grade level budget is available from the secretary. A request for expenditures must be submitted to the principal for approval prior to purchasing. *There will be no reimbursement of expenditures without prior approval.*

For small cost purchases, receipts must be signed and turned in to the secretary in order for reimbursement to take place. Keep school purchases separate from personal purchases.

### Field Trips

Each year the PTA gives Woodside money to pay for the bus cost of **one** field trip per grade level. Students must "donate" money to pay for all admission costs for field trips and the school must pay the admission for any student who does not donate. Teachers collect these funds and turn them into the secretary **each day** with the attendance.

***Money may not be kept in the classroom.***

Field Trip cost is \$27.50/hour/bus (9:15 a.m. to 1:45 p.m.) \$40/hour/bus (before 9:15 a.m. and after 1:45 p.m.) One bus will carry 65-75 students/adults.

### P.T.A. Reimbursement

Woodside's PTA provides each certified staff member with \$50.00 per school year for reimbursement of monies spent on consumable items. PTA considers books to be consumable items. All materials must remain at Woodside should the staff member leave the school. Please see the school secretary for the reimbursement form. You must provide receipts.