

**Cassidy School Council  
Policy relating to the expenditure of  
School Council Instructional Funds  
And other school Budgets**

The Cassidy School Council has an obligation to provide students with an activities program that is attractive, meaningful, worthwhile and consistent with the policies of the Fayette County Board of Education. A well-designed activities program will enrich the quality of the curriculum, provide new learning experiences, encourage interest in classroom work, and strengthen morale and discipline.

The parents of Cassidy School students, through the Cassidy School PTA, are authorized by the Principal to raise, budget and spend funds in support of our students. The PTA Board works with the principal to create a program of activities, in advance of each school year.

The Cassidy School Council approves the budget for the School Council Instructional Funds(SCIF) annually. The amount appropriated to teachers shall be set in the budget. Each teacher or staff member shall be held accountable for the expenditures and shall ensure that expenditures do not exceed their budget. Instructional items purchased are defined as "expenditures for supplies which are actually or constructively consumed in the teaching/learning process...".

The Principal in consultation with the leadership team prioritizes school needs for the upcoming year.

The Principal presents a preliminary budget to the Council in March. The Council shall approve an adjusted version of the budget after the second month of the new school year. Council reviews, adjusts as needed, and approves the budget monthly.

The School Activity Fund shall be administered by the Principal for the benefit of Cassidy School students. Said funds will be used to support smooth implementation of new school programs, improvements to the school environment, special programs/concerts/enhancements to the curriculum, unanticipated needs of the school. All such expenditures shall be subject to the guidelines provided by the Kentucky Department of Education, Division of Financial Services under KRS 156.070 and 702 KAR 3:130 (3) with the handbook A Uniform Program of Accounting for School Activity Funds in Kentucky Schools incorporated by reference. The Principal shall be responsible to submit to the FCPS Internal Auditor an annual budget.

Policy 3.5.2

Additionally, the Internal Auditor shall provide for an annual audit of the school's accounts.

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