

## **SAC FUNDING REQUEST GUIDELINES & PROCEDURES**

One of the primary functions of the School Advisory Council (SAC) is to support the quality instruction being provided to the students at our school. One form of support is through the allocation of funds. Annually, the Department of Education may allocate School Lottery Funds to the school SAC at a per pupil rate. The SAC has the responsibility of allocating the funds following the guidelines listed below.

Allowable use and procedures regarding SAC funds (a.k.a. school lottery funds):

- All funds must also be approved by the SAC
- Funds must: "be used for implementing the school improvement plan" (F.S.S. 1001.452).
- These moneys may not be used for capital improvements or for any project or program that has duration of more than 1 year; however, a school advisory council or parent advisory committee may independently determine that a program or project formerly funded under this paragraph should receive funds in a subsequent year. (F.S.S. 24.121(5)(c))
- SAC expenditures should follow similar guidelines to operating expenditures. Basically, if the expense would not be allowed with operating funds, then it wouldn't be allowed out of SAC funds. According to the Florida Dept. of Financial Services, questionable expenditures include: "candy, alcohol, banquets, decorations, greeting cards, gift cards, lobbying , personal cellular telephones, fund raising, promotional items, entertainment, meals (not in accordance with F.S.S. 12.061), flowers, refreshments, office parties, microwave ovens, refrigerators, coffee pots, portable heaters, and fans." In addition, the district does not allow use of internal accounts to purchase items for personal use. The only food that can be purchased with SAC money is for students which consist of snacks or water on State Assessment days.

Any Winding Waters staff or SAC member may submit a request for SAC funds using the approved SAC Funding Form. The form must be submitted to the Principal's office at least 3 weeks in advance of a SAC meeting in order to be placed on the agenda. The Principal must present all request to the SAC. He/she will be responsible to review the request and make a recommendation to the SAC based on the above listed requirements and usefulness to fulfill the needs of the school. The originator of the request is invited to attend the SAC meeting to present the request but it is not required. Providing funds are available, the SAC will vote on the item following the protocol for voting items. Once approved by SAC, the SAC chair will sign off on the form and the school bookkeeper will process the purchase using standard district purchasing procedures. Any funds left over from the purchase will be placed back in to the SAC funds. Any unused funds that were approved for expenditure but not processed will return to the SAC budget on the first business day in July unless special provisions were made by the SAC.