

Purpose

This document explains the purpose of Parent Funds and how to document allowable expenditures.

Guidance

Each center is expected to maintain parent funds separate from program funds as part of the center budget. If a center has services at more than one location, the center can determine if the Parent Center Committee and the Parent Funds will be for the entire center, or if each individual site will have their own Parent Center Committee and their own Parent Fund Budget. Parent fund recordkeeping is the responsibility of the center director and/or center coordinator and family support staff, together with the Policy Council representative or a Parent Center Committee leader. Using the Parent Fund Budget Planning Form, and using the allowable categories for expenditures as a guide, center parents develop a budget. The *Parent Fund Policy* explains what expenditures are allowable.

Parent Funds serve several purposes. They support family engagement opportunities in events and activities designed by parents, for parents. They also provide opportunities for parents to develop budgets and make decisions on spending based on the guidelines developed by Policy Council each year. The skills a parent learns in this process can transfer to building and managing a family budget, and may be useful in employment.

Procedure

Under the guidance of the Family Support Staff, the Parent Center Committee determines a budget for the fiscal year. The final budget plan is approved by the center/site's families by November 1, and is recorded in the Parent Center Committee meeting minutes. All allowable expenditures are listed on the form. The Policy Council representative or Parent Center Committee leader reviews fund usage and signs off on the Expenditure Report throughout the year.

Documentation of Parent Funds for the Family Child Care (FCC) Program is kept at PSESD. All centers keep the Parent Funds Budget Planning Form and the Expenditure Report with other family engagement documents in the Family Engagement Notebook. A Family Support Coordinator will look at the expenditure records and initial the record on a regular basis.

Related Forms

Family Engagement Documentation Procedure

Parent Fund Expenditure Report

Parent Fund Policy

Parent Fund Budget Planning Form

Planning Family Engagement Opportunities, Events and Activities Guidance

Parent Center Committee Guidance