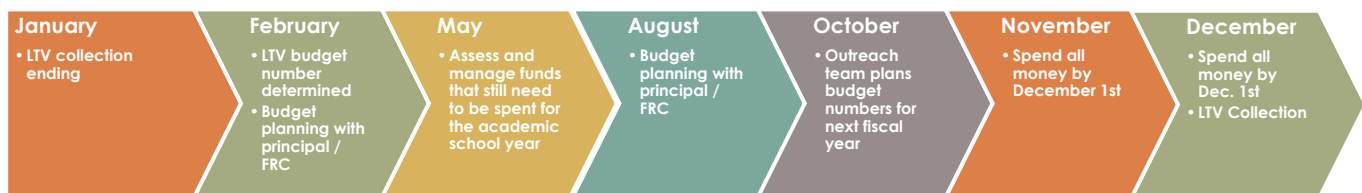


School Budgeting Process

How is my budget established?

- Ongoing church budget - Historically, the schools budget goes from year to year and doesn't fluctuate greatly. The outreach team determines the schools' budget during the month of October, for the next fiscal year. In 2022, the budget was split evenly among the schools.
- Love the 'Ville budget - The second budget source in 2022 was the 2021 Love the 'Ville Offering. This offering doubled the budget for the 2022 fiscal year. For 2023, it is uncertain how many of these funds will go to schools. Because the LTV offering is collected during December and into January, the outreach team will not know, until February, how much money we can designate towards schools.

Timeline



Working with the principal and/or FRC to set a budget:

- The outreach team sets the overall budget number, but it is up to the liaison to work with the principal and/or FRC to establish the budget
- Most often the principal has the final say (on the school side) in how they utilize their funds. Some principals are very involved in the budgeting process while others may delegate the task to the FRC and then approve whatever the FRC decides.
- NEC's approach with the school: "How can we help?" We give the school freedom to decide how to use their funds. If a principal wants to evenly distribute the funds between teacher appreciation, serving children, serving families, or etc., that is fine. If a principal wants to spend all the funds on a few large items, that is also great.

Tips/Best Practices

- Ask “how can we help?”
- Keep track of your budget throughout the year. Madison records the budget, and it can be seen at any time.
- Stay within your budget
- Spend your funds by December 1st
- Show principals and FRCs how other schools have spent their budgets in the past
- Show actual budget sheets from 2021 or 2022
- Show them the “how schools are using their budgets” worksheet

Who is responsible for what?

- Setting overall budget numbers – outreach team
- Helping schools make and use their budget – liaisons
- Purchasing – Rosemarie (for the most part)
- Maintaining budget numbers and liaison access to current budgets – Rosemarie

Purchase request

- Purchases – need description or link for each item; also, how much you are spending per order/item. This includes gift cards, food, or anything for which you spend money
- Requests must be received at least 3 weeks prior to due date
- Gift card requests
- Must be \$100 or less
- Must be for a specific thing, place, or purpose
- There must be follow up on how the card is spent
- Send requests to Rosemarie
- Rosemarie will process through the appropriate channels at church and will confirm orders with liaison within 3 business days

Check Requests

- Need amount requested and a detailed description for the check request emailed to Rosemarie
- Name of company, mailing address and contact must be included in the request
- Requests must be received at least 2 weeks prior to due date
- Include the date the check needs to be received. In the majority of cases we have to mail checks, NOT hand deliver.