



Independent AB Authority	Footprints for Learning Society (Academy)
Policy Number	Number SAB 10.0
Policy Title	Staff Spending Policy
Date of Review	September, 2022

OVERVIEW

Accountability for spending is important to the FFLA Board and to Alberta Education. As such we are using the following protocols.

FFLA Authorized Spending Policy

FLOAT CARD VISA

At Footprints for Learning we have a strict spending system that is implemented through Float Card, which syncs directly with our accounting software, QuickBooks. Every applicable individual in the school will receive their very own Float Card for each budget category that they are authorized to spend on. Note that when a Float Card VISA is used for a purchase, it will text the user a link, which they click in order to add the receipt and description of the transaction. Failure to input this information will result in the card automatically freezing after 3 transactions, until the required information is inputted. Such information can also be accessed via the staff's account log in. There they can also view all their past transactions, receipts, and remaining budgets. Float Cards will be distributed as follows:

Teachers

- Each teacher will receive a VISA Float Card with a monthly allotment for all their **classroom** spending (this includes home rooms, electives, art, Spanish, specialty classes etc.). They will use their card for ALL their classroom spending. There is no other authorized budget for this spending category. If in the event a supplier does not accept VISA, they can request via email that the Accounts Manager for the school, pays for the applicable expense directly via cheque or e-transfer. In such cases the accounts manager will deduct the amount they spend from that teacher's Float Card allowance accordingly.

- Each teacher will receive a VISA Float Card with an annual allotment for all their **field trip** spending. They will use their card for ALL their field trip spending (including gas if applicable). There is no other authorized budget for this spending category. If in the event a supplier does not accept VISA, they can request via email that the Accounts Manager for the school pays for the applicable expense directly via check or e transfer. In such cases the accounts manager will deduct the amount they spend from that teacher's Float Card allowance accordingly. Teachers need to budget for the cost of a driver and fuel for their field trips. The accounts manager will adjust their field trip card accordingly.

Clubs & Athletics

There is no budget set for ANY Club or extra-curricular program. These programs must pay their own way. For example, the Athletics Director needs to work with coaches to form a budget for each individual team and then charge the applicable fee needed to cover ALL such costs, including the cost of subs, transportation etc. to the athletes. That budget needs to be approved by the Middle School Principal also and the parents of the student participants are to be charged the applicable fee. The budget should be shared with the Accounts Manager who will create a Float Card VISA specific to that sport or club program. It will be up to coaches and the Athletics Director to collect fees from their parents, as their FLOAT CARD will **only** be loaded as fees are paid. All expenses for the club or team are to come out of the FLOAT CARD. If something needs to be paid by the Accounts Manager directly, they will deduct it from the applicable Float Card.

Events

The below events are the ONLY non-fundraising related, approved school events at this time. All other events must be first approved by the Treasurer of the board in writing via email. As indicated below, some have pre-determined budgets and no one is charged to cover the cost for these events. However, others will have budgets that are determined by the organizer and then like Sports or Clubs, the cost must be collected from the participants through fees or tickets. Whenever possible, the Accounts Manager will only add funds to the Float Card for each event as the fees come in. It is understood that there may be some things like venues that must be booked in advance before the collection of fees, however only what is absolutely necessary will be paid in advance of the receipt of fees.

Events hosted at the cost of the school: Volunteer Tea, Staff Christmas Party, Spelling Bee, Science Fair, Start of Year Welcome Fiesta, Field Day

Events hosted at the cost of the participants: Grade 8 Grad, Grade 12 Grad, Athletics Banquet, Outdoor Camp, Christmas Concert, Spring Concert

Specialty Budgets

- Gym Equipment Additions and Replacements will receive its own Float Card and annual budget. The Float Card will be given to the board position in charge of school athletics.
- All Principals will receive a Float Card for their monthly allowance
- The designated School Counselor will receive a Float Card for their applicable budget
- Each of the categories, Staff Appreciation and Staff Professional Development will receive their own individual Float Card in one of the principal's names who are to coordinate their spending on the categories between them. If preferred, they can instead choose to split the budgeted amount, and each receive their own cards.
- The Office Secretary will receive a Float Card for only office supplies (not paper for copying).

ADDITIONAL SPENDING POLICIES

Subbing and Additional Hours

A Google Calendar has been set up that is shared between the Principals and the Accounts Manager. In REAL TIME, when a staff member informs their Principal that they will be away, the Principal immediately enters it in the calendar. Then when they find a sub for that staff, they likewise enter the sub in the calendar. Both the Principal and the Accounts Manager will track the number of days off each staff member takes. If they are in their approved time off they will not be docked pay for their absence. Outside of their allotted time, they will be docked accordingly. In the event that there is an approval with pay for the time off, a note will be recorded directly in the Google Calendar. All such exceptions MUST receive written permission from the School Treasurer. The Principals do not have the authority to grant paid absences outside of the allotted days off.

Likewise, staff who work hourly are required to sign out after their shift ends. Principals do not have authorization to have such staff work past their allotted shift, outlined in their contract. Only the School Treasurer has the authorization to extend a shift. Unless a staff member receives such authorization directly from the Treasurer via email, they are not to work past their shift. If permission is granted, it will be added to the school calendar. If it was not granted in writing by the Treasurer, then the Accounts Manager will not pay for that additional time worked as it was not authorized in accordance with FFLAs policy.

Authorization to Spend

Outside of Float Cards, no individual in the school community has authorization to spend on behalf of the school at any vendor, other than the Schools Accounts Manager, who must first receive permission from the School's Treasurer. Staff are not authorized to spend on their own personal cards, no reimbursements

for expenditures will be granted. All spending is to either be placed on the applicable Float Card or a request is to be given to the Accounts Manager, who is authorized by the Treasurer, will complete the transaction and deduct the amount from the applicable budget category. In the event that a staff member orders from a vendor without going through the above authorization channels, the school will not be held responsible, and it will be up to the applicable staff member to either cover the cost personally or if possible, arrange for the return.

Photo Copying

Outside of loans, leases and payroll, photocopying is the largest expense at Footprints for Learning Academy. The following restrictions are to be strictly adhered to by each staff member in our efforts to reduce our photocopying use:

1. Colored copies are NOT authorized without written permission (email) from the Treasurer. The printer is to be set to print in black and white only unless a password is entered.
2. Each staff member will be monitored in terms of how much copying they are doing. An email will be sent to the School Treasurer, Principals and Accounts Manager each month with the results of this monitoring.
3. Staff are responsible to reduce photocopies and only copy what is absolutely needed. The following items are restricted:
 - No handouts are to go home. We live in a digital world. Students and parents have emails. If it is something you are hoping for parents to print, then email it home and ask them to print. We do not need to provide hard copies of anything. Even permission forms can be emailed either as an attachment or often as a Google Form, depending on the type of permission form.
 - Limit booklets. Many children come home with only a handful of pages filled out in booklets that were copied by their classroom teacher. Keep such things at a minimum and only use them if you are determined to see the booklet through.
 - In grades 6+, Math, Science and other subjects that utilize ADLC's materials, often have assignment booklets. Teachers typically print these out and the students fill them in. This practice is no longer permitted. Teachers may keep some hard copies of assignment booklets in duotangs for use in the classroom (they are to stay in the classroom and not go home or be signed out by students). The assignment booklets should also be posted in the Google Classroom. Each student has their own computer and can access the assignment booklet online or print it at home if their parents prefer, however the school is not authorized to provide these printed materials anymore. Students should be expected to write the Assignment title, name and the answers in their notebooks then turn in the assignment/notebook to their teacher accordingly.

Office

The Office Secretary is to use their Float Card for ONLY basic office related expenses. Supplies for classrooms, cleaning supplies, spoons, wipes, ice packs, first aid etc are not office expenses and should be spent via the applicable classroom teacher's Float budget.

Busing and Field Trip Gas

The bus driver will have their own Float Card for bus routes fuel and bus cleaning. The driver can use their card to fuel up for field trips also however the Accounts Manager will make an adjusting entry for the applicable field trip amount (transfer from the field trips card to the bus drivers card).

Accounts Manager

The following are the responsibilities of the Accounts Manager, as they pertain to this Spending Policy:

- The Accounts Manager will oversee other budgets such as curriculum expenses, payroll, transport insurance/maintenance, ops and maintenance and admin operating.
- The Accounts Manager will review these budgets on an ongoing basis, only spend funds that have been approved by the treasurer to spend and inform the treasurer promptly of any concerns.
- The Accounts Manager will have the previous month reconciled by the 10th of the following month and the monthly Quickbooks Budget vs. Actual will automatically be sent out to board members.
- The Accounts Manager will also be responsible for overseeing the set up and continuous implementation and monitoring of the Float Card system.
- Each September the Accounts Manager is to arrange with Xerox to set up the accounts system and black/white printing of the photocopier.