

This information was emailed to all Room Parents in September 2006.

To: **Room Parents**
From: David Lockhart, Parents Club Treasurer
Shari Pederson, Head Room Parent
Subject: **Guidelines/Procedures for Class Funds**

Hello. This is important information about Classroom Fees/Funds.

You may already know that this year we were asked to centralize the classroom funds under the Parents Club. The funds will remain under the control of the parents/class and the Room Parent and be for class activities (same as always) -- the Parents Club will "hold onto it" and "hand it out" as you request. Centralizing will provide better accounting controls and alleviate the burden of individuals handling money. We want the new process to be as easy/efficient as in the past.

How it Works...

- The funds collected from each class will be deposited into the Parents Club bank account along with any balance leftover from last year.
- The PC Treasurer is David Lockhart and he has a folder in the School Office.
- The Room Parent is responsible for collecting the funds from parents. Once everything is collected, get it to the PC Treasurer to deposit. Also provide a list of all students/families in the class and indicate paid or not paid.
- The PC Treasurer has created a separate General Ledger Account for each class (labeled for the graduation year). For example, this year's 7th graders are the Class of 2008. The funds/balance will stay with the class through their years at St. Monica School. At the end of each school year (June 30), the balance in each G/L Account will carry forward to the next year.
- Reimbursement of classroom expenses will happen through the PC Treasurer. Parents Club Reimbursement Form is available at the Parent Links section of the School Website at <http://www.stmonicasea.org/ParentLinks.html> or in the PC Forms folder in the School Office.
- When classroom expenses occur, the parent who incurs the expense fills out a Parents Club Reimbursement Form, attaches copies of the receipts and gives it to the Room Parent for approval/signature. After signing, the Room Parent gets it to the PC Treasurer (puts it in the folder in the office). The PC Treasurer writes a check and delivers/mails it to the parent.
- Every other month, the Parents Club Treasurer will provide an updated balance and detail for their account to each Room Parent.

Other Stuff...

- The Room Parent is responsible to establish the Class Fee, taking into consideration the beginning balance, what the class wants to do in the year and the number of students. A guideline for class fee this year is \$20 per student. Here is an example/budget for one class.

Income: \$20 x 23 students
= \$460 Total
Expenses:
\$150 class auction project
\$144 classroom party(ies)
\$60 teacher Christmas gift from class
\$60 teacher year-end gift from class
\$46 end of year BBQ (\$2 per student)
= \$460 Total

- The classroom treasurer position may not be needed and that decision is up to each Room Parent.

We want to make this process as easy as it has been in the past (hopefully easier/better). If you have questions/suggestions/issues or need any help, please contact us. Thank you!

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