

Authority: FOOTPRINTS FOR LEARNING SOCIETY
School: FOOTPRINTS FOR LEARNING CHARTER ACADEMY

Last Updated: July 17, 2024

HOLISTIC AUTHENTIC PURPOSE DRIVEN ENTREPRENEURIAL GLOBAL

SPENDING POLICY

OVERVIEW

Accountability for spending is crucial to the FLCA Board and Alberta Education. As such, we adhere to the following protocols.

FLOAT CARD VISA

At Footprints for Learning Charter Academy, we implement a strict spending system using Float Card, which syncs directly with our accounting software, QuickBooks. Each authorized individual in the school receives their own Float Card for each budget category they are permitted to spend on. Upon using a Float Card VISA for a purchase, the user will receive a text with a link to add the receipt and description of the transaction. Failure to provide this information after three transactions will result in the card being automatically frozen until the information is submitted. Staff can access their account to view all past transactions, receipts, and remaining budgets. Float Cards are distributed as follows:

Teachers:

- Each teacher receives a VISA Float Card with a monthly allotment for all classroom spending (including homerooms, electives, art, Spanish, specialty classes, etc.). This card covers all classroom expenses. If a supplier does not accept VISA, teachers can request payment through the Accounts Manager via cheque or e-transfer, with the amount deducted from their Float Card allowance.
- Each teacher also receives a VISA Float Card with an annual allotment for field trip spending, covering all related expenses, including gas if applicable. If a supplier does not accept VISA, teachers can request payment through the Accounts Manager, who will deduct the amount from their Float Card allowance. Teachers must budget for driver and fuel costs for their field trips.

Clubs & Athletics:

- No budget is allocated for any club or extra-curricular program. These programs must be self-funded. The Athletics Director works with coaches to create a budget for each team, which must be approved by the Middle School Principal. Parents of student participants are charged the applicable fees. The budget is shared with the Accounts Manager, who creates a specific Float Card VISA for each sport or club. Fees collected from parents will be loaded onto the Float Card, and all expenses must be covered from it. Any direct payments made by the Accounts Manager will be deducted from the Float Card.

Events:

- Approved non-fundraising school events include: Volunteer Tea, Staff Christmas Party, Spelling Bee, Science Fair, Start of Year Welcome Fiesta, and Field Day. These events have predetermined budgets covered by the school.
- Events that require participant funding include: Grade 8 Grad, Grade 12 Grad, Athletics Banquet, Outdoor Camp, Christmas Concert, and Spring Concert. Budgets for these events are determined by the organizer, and fees are collected from participants. Funds are added to the Float Card as fees are received. Essential advance payments are limited to what is absolutely necessary.

Specialty Budgets:

- Gym Equipment Additions and Replacements have their own Float Card and annual budget managed by the board member in charge of school athletics.
- Principals receive a Float Card for their monthly allowance.
- The designated School Counselor receives a Float Card for their budget.
- Categories such as Staff Appreciation and Staff Professional Development each receive a Float Card in a principal's name or can be split into individual cards.
- The Office Secretary receives a Float Card for office supplies only.

ADDITIONAL SPENDING POLICIES

Subbing and Additional Hours:

- A shared Google Calendar is used by Principals and the Accounts Manager to track staff absences and substitute arrangements in real time. Staff absences within their approved time off will not result in pay docking. Any paid absences outside the allotted days require written permission from the School Treasurer.
- Hourly staff must sign out after their shifts. Principals cannot extend shifts; only the School Treasurer can authorize extended hours. Unauthorized additional hours will not be paid.

Authorization to Spend:

- No individual, other than the Accounts Manager with Treasurer's approval, is authorized to spend on behalf of the school. Staff cannot use personal cards for school expenses; reimbursements will not be granted. All spending must be through Float Cards or authorized requests to the Accounts Manager.

Photocopying:

- Photocopying is a significant expense. Colored copies require written permission from the Treasurer. Monthly monitoring of staff photocopying will be reported to the School Treasurer, Principals, and Accounts Manager. Restrictions include:
 - No handouts for home; use digital communication.
 - Limit booklets; ensure they are fully utilized if printed.
 - For grades 6+, ADLC materials should be accessed online or printed at home, not by the school.

Office:

- The Office Secretary uses the Float Card for basic office-related expenses only. Classroom, cleaning supplies, and similar items are charged to the applicable teacher's Float budget.

Busing and Field Trip Gas:

- The bus driver has a Float Card for fuel and bus cleaning. Field trip fuel expenses will be adjusted from the field trip budget to the bus driver's card by the Accounts Manager.

Accounts Manager Responsibilities:

- Oversee budgets such as curriculum expenses, payroll, transport insurance/maintenance, operations, and administrative costs.
- Review budgets regularly, spend only approved funds, and report any concerns to the Treasurer.
- Reconcile the previous month's accounts by the 10th of the following month and send QuickBooks Budget vs. Actual reports to board members.
- Implement and monitor the Float Card system.
- Arrange with Xerox for the accounts system and black/white printing setup each September.

By adhering to these protocols, FLCA ensures transparent and accountable spending practices, aligned with its commitment to financial responsibility and educational excellence.