

EDEP-Key Points to Remember

Funding Allocation

- 80% of the funds collected should be used to cover expenses that are necessary to operate the program.
 - These funds are deposited in District Project 25006
- Due to the fact that EDEP's do not pay overhead cost (i.e. building space, electric, water) for the use of the school's facilities, the host school is authorized to transfer up to 20% of the collected funds to be used to enhance the overall school program.
 - These funds are deposited in District Project 22057

EDEP- 25006 Funds (80%)

- Expenditures include but are not limited to:
 - Administrative cost
 - Staff Salaries
 - Enrichment Activities
 - Supplies
- Fees assessed should cover the cost associated with the operation of the program. For example:
 - Before school fees should cover before school cost
 - After school fees should cover after school cost
 - Summer camp fees should cover summer camp cost
- Every effort should be made to spend the fees during the year the fee was collected. This ensures that the child that paid the fee, benefits from the fee assessed.
- When actual expenditures are less than 80% of the fees collected, a written explanation must be provided to the Principal that explains the variance and the plan of action to more closely align the fees and expenditures.

School- 22057 Funds (20%)

- Funds in this category must be used to enhance the overall school. Expenditures include but are not limited to, equipment, supplies, schoolwide staffing, student enrichment activities, workshops, training (meals for all day training) and items that promote the safety of staff and students.
- Fund in this category may not be utilized to purchase items for personal benefit, which may include but are not limited to, monetary rewards, teacher appreciation or other gifts, meals (not associated with an all-day professional training), or entertainment.

Split Purchases - 25006 & 22057 Funds

- Split purchase should only be initiated in rare circumstances.
 - Essentially only when the Principal and EDEP Manager determine that a jointly funded expenditure would be of significant benefit.
- If a split purchase occurs, the expense charged to EDEP (25006) should be proportionate to the EDEP's use of the purchase item.
- Written documentation must be provided to the Divisional Director for approval. The document must include the benefit to EDEP, the portion of the expense charged to EDEP and the absence of alternate funding sources to cover the expense.

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