

World Learner School



POLICY: 558 REIMBURSEMENT OF BUDGET EXPENDITURES

EFFECTIVE DATE: 11/26/2007

REVISED DATE: 10/27/2008
5/22/2017

PURPOSE

The purpose of this policy is to provide for the freedom and responsibility related to expenditures and reimbursement for WLS classrooms.

GENERAL STATEMENT OF POLICY

Teachers at World Learner School are designated a classroom budget at the beginning of each school year. Classroom budgets are public funds under the control of Board of Directors. Each teacher will be notified of the amount of their respective budget when the annual budget for the coming fiscal year (July-June) is confirmed, generally in June.

The balance of the budgets will be tracked by the Office Manager. Regular reports will be issued by the Office Manager to teachers regarding their budget balances.

Teachers are encouraged to expend their budgets early in the fiscal year in order to maximize benefit to the students enrolled in the school in that year.

A teacher's budget may be expended for supplies or equipment, depending on the needs of the class or program. Equipment items are those in excess of \$500.00 and require Board approval through the budget process.

Whenever possible, teachers must place their orders through the office. However, direct purchase is also permitted, with several provisos:

1. Teachers must obtain prior approval from the director on planned expenditures in excess of \$50.00.
2. Teachers must make their purchases tax-exempt. WLS will provide each teacher with a letter verifying the school's tax-exempt status. WLS will not reimburse teachers for sales tax.
3. Teachers must submit the original receipt with the school's reimbursement form within thirty days of their purchase in order to be reimbursed. Only school expenditures may be on the receipt submitted.
4. Teachers must deliver the items purchased to the office so they may be checked in and inventoried if necessary.

WLS will reimburse a teacher for approved expenses within forty-five days of submission of the reimbursement form.

Expenditures in excess of the teacher's budget will not be reimbursed.

All expenditures and reimbursements are subject to approval of the Director. Approval in advance of all purchases is preferred. If a purchase is made prior to approval, the Director will have the discretion to deem the purchased item to be outside of the needs of the classroom or program for which it is intended, in which case reimbursement will be denied.