

Purpose

To clarify the Board’s position and the procedures for seeking special funding from governmental and other sources

Definitions

N/A

Policy Statement

In order to provide quality educational programs and services for students, the Board will seek sources of revenue to supplement the funds provided through local taxation and the basic aid formula provided by the State. To ensure coordination and avoid confusion and duplication in developing proposals and making application for specially funded programs, all proposals for outside funding shall be reviewed by the superintendent’s cabinet prior to being submitted to an outside funding agency.

This review by the superintendent’s cabinet will ensure that the program supports the goals of the school system, and meets all financial and budgetary requirements.

The revenues and expenditures for all grants/special programs shall be recorded in specific revenue funds identified so that all transactions pertaining to grants or special projects are clearly identified.

All grants obtained in the name of the Allegany County Public Schools or awarded to serve school system goals must be administered through an accounting process approved by the Finance Office. To be certain that the amount of funding sought is sufficient to warrant the cost of administering the grant, administrators are discouraged from seeking grants totaling less than \$2,000. All grants obtained by schools and the school system must meet accounting procedures as approved by the Finance Office.

All proposed budgets must be submitted on forms approved by the Maryland State Department of Education or other funding agency, and may include an indirect cost factor for recovery of administrative costs. The indirect cost rate is approved and provided annually by the Maryland State Department of Education.

Legal Reference			
Policy History	Adopted	Reviewed	Revised Sept. 13, 2005, 1 st Reading Oct. 11, 2005, 2 nd Reading