

Umatilla-Morrow Head Start

Parent Activity Fund

Federal/State Parent Activity Funds are distributed through the Policy Council to the Center Committees. **The Parent Activity Fund budget is to be used for personal enrichment of the parents, including educational, social, and recreational activities.** If a center designates funds for an entertainment activity, the Policy Council requires justification of how that activity would enhance parents. The budgets use of these funds must be submitted to the Policy Council and approval by the body prior to expenditure. Parent Activity Funds must be spent by May 15, or they become general agency funds.

The Policy Council=s role in budgeting approval for Parent Activity Funds is intended (as per federal guidelines), as a preliminary practice for the federal budget procedure:

- \$ Make a plan
- \$ Receive money
- \$ Make revisions

All amendments to your local Parent Activity Fund Budgets must be approved by Policy Council prior to those fiscal changes being made locally.

It **is not** necessary to request a topic@ changes to the Policy Council if the budgeted amount remains the same as originally requested. It **is** necessary to present amendment for prior approval if you are:

- \$ Changing a budget amount for a previously approved budget item
- \$ Changing for a new budget item not previously approved

It is the Policy Council Representative=s responsibility to check with their center on a monthly basis regarding any Parent Activity Fund revisions which should be presented to the Policy Council.

Federal/State Parent Activity Funds cannot be used for the following:

- \$ **Classroom activities and supplies**
- \$ **Gifts & Door Prizes**
- \$ **Class Pictures**
- \$ **Purchase of Alcohol**
- \$ **Supplement Parent Activities that raise money**

Money from Parent Activities is put into the Parent Activity Fund, but it is considered Non-Federal Funds. For use of Parent Activity money, (see Parent Activity Policy).