Policy Council Checkbook

**POLICY/APPROACH:**

The Policy Council Checking account will now be known as the Parent Reimbursement Petty Cash Account and will function as a reimbursable petty cash account.

**PROCEDURE:**

- The account will be “front-loaded” with a balance of $5,000 at the beginning of each program year to cover parent reimbursements for childcare and mileage to attend Policy Council meetings, Committee meetings, Interviews, and other agency functions as allowable by the Head Start grant.

- The account may also be used for small, emergent needs, for Policy Council meetings, if necessary. The account may also be used for parent reimbursement to attend other parent trainings, as allowable.

- Policy Council expenses for meals, supplies, trainers, etc. should be planned for in advance and a Purchase order requested. The PC checking account will not be used for these expenditures. All purchase order procedures (as attached) will be followed.

- All Agency Reimbursement Requests must have the Parent Reimbursement forms attached (along with other receipts and documentation for expenditures) and must be signed by the PFCE SAA and the PFCE Manager. Requests for reimbursement may be turned in as often as needed (each week if necessary), as long as there is money available in your budget.

- The October Reimbursement Form must not include receipts from November 1st or after.

- The Parent Reimbursement Petty Cash Account will be recorded in QuickBooks by the PFCE SAA and reconciled on a monthly basis by the Grants Budget Manager.