



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Grants
Policy Number:	DD-TCA
Original Date:	9/13/2010
Last Reviewed:	4/30/2013
Category:	Fiscal
Author:	Controller
Cabinet Approval:	Chief Financial Officer

INTRODUCTION

Although most grants are awarded directly to TCA, some are awarded directly to an individual teacher or staff member. Since TCA is responsible for the expenditure and accounting of the funds allotted, and the legally responsible party, all grant recipients should send a copy of the grant documentation and the check directly to the Finance Department.

Grant compliance

The Finance Department will monitor grant compliance. If you have any questions about complying with grant requirements, please contact them for assistance.

All expenditures paid through the school to comply with grant spending need to be noted on purchase order or check/reimbursement requests in iVisions so that TCA can track expenditures and revenues.

District 20 “Mini-Grants”

The Executive Director’s Office administrates this program. They will ensure all appropriate paperwork is filed with District 20.

The Finance Department collects information on the expenditures related to the District 20 grants and provides that information to the Executive Director’s Office in order to obtain reimbursement from the District. The Finance Department must also provide this information to its auditors. Staff members who participate or initiate paperwork for District 20 grant related expenditures need to note this on their purchase order or check/reimbursement requests in iVisions.

Policy Revision History

Date	Revision Details	Revised By
4/30/2013	Reformatted policy into new template. Completed annual review.	Controller