

SPECIAL AID FUND PROJECTS

Clinton-Essex-Warren-Washington BOCES encourages and supports securing Special Aid Funding to support local, state and national initiatives to benefit the educational programs provided by the BOCES. Special Aid funds include those projects required to be accounted for under the Special Aid Fund. These projects include, but are not limited to, state, federal, and local grants, “fee for service” projects, and other projects aided by NYS or other governing body.

It is the understanding of the BOCES that special aid funds received by the BOCES supports, either directly or indirectly, in whole or in part, programs offered to component district students and adult learners.

It shall be the responsibility of the School Business Official to report monthly to the Board the status of all special aid fund projects. This shall be done in writing. The School Business Official will implement effective procedures to ensure special aid project costs do not exceed project revenues.

A *Special Aid Project Pre-Approval Form* must be completed before applying for special aid funding that is new to the BOCES. Signatures of the Supervising Director, School Business Official, and District Superintendent must be received on the form to ensure the project requirements, both programmatic and fiscal, can be met and are in the best interest of the BOCES and its component districts. A project approval number will be assigned as authorization to proceed.

Upon receiving a notification of award, authority to expend funds will be dependent on receiving both programmatic and fiscal approval for each term covered by the project as confirmed by the School Business Official. If both approvals are not received by the start date of the project term (including all terms covered under a multi-year proposal), then the board may, at the recommendation of the District Superintendent and School Business Official, authorize the operation/continuation of a project(s) and the expenditure of funds for 90 day intervals. Factors to be considered will include, but not be limited to, the long-standing history of the project with the BOCES, availability of other revenue sources, on-going correspondence with or receipt of money from the awarding agency, etc. A *Request for Special Aid Project Operation/Continuation – Expenditure Report* shall accompany each request submitted to the board for such approval. The report must be submitted to the School Business Official at least 45 days prior to the effective date to ensure continuity of program services. Until both programmatic and fiscal approvals are received, expenditures will be limited to those presented in each request. Board authorizations may be applied retroactively to the start date of a project term when funds are available.

For Special Aid Projects funded on a “fee for service” basis, unexpended funds at the end of the project term will be accounted for as an Assigned Fund Balance and carried over to the subsequent year project term. At such time that the related project is no longer operational, the unexpended fund balance can be utilized for the continuation of similar services within the special aid fund until such time as the funds are exhausted; or, the funds may be transferred into the General Fund as an offsetting revenue to similar programs. The School Business Official will be responsible for designating the appropriate use of unexpended special project funds.

Adopted 2/11/15