

## BUILDING IMPROVEMENT FUNDS

Effective July 2021:

These funds replace the old 'energy' funds that have historically been allocated in Capital Outlay.

Your remaining Energy Funds in Capital Outlay *must be used by June 30, 2022 or designated for an approved project by Tim Ivey*. Note that projects must be approved at least 30 days prior to the June 30, 2022 deadline.

These funds are budgeted in Fund 8, PRC 342. These funds will show on your school's LINQ budget report.

Annually, the Building Improvement Funds will be allocated as follows:

Elem, alternative and early colleges - \$5,000

Middle schools - \$8,000

High schools - \$12,000

The maximum carryover allowed at any given year-end is twice your annual allotment.

The following budget codes are the only allowable codes:

411 – Supplies and materials costing \$500-\$999 per item

461 – Furniture and equipment – inventoried (items costing \$1,000-\$4,999 per item)

462 – Computer equipment – inventoried (items costing \$1,000-\$4,999 per item)

541 – Furniture and equipment – capitalized (items costing \$5,000+ per item)

542 – Computer equipment – capitalized (items costing \$5,000+ per item)

529 – Misc. construction contracts (painting and pressure washing are examples)

532 – Improvements to existing sites (landscaping is an example)

It is expected that these funds be used to help with the maintenance and upkeep of your buildings and grounds. Additionally, these funds can be used to facilitate the purchase of high dollar equipment and computer needs that would otherwise put a strain on your local supply allotment. Any work that will require a permit or alterations to your building, please seek approval via email from the Facilities and Planning department. Otherwise, no prior approvals are necessary. It is expected that normal purchasing procedures are followed.