To: All District Secretaries
        All District CSO
        All Principals
From: Matthew Hess, Assistant Manager of Operations
Re: Mixed funds, outside funds sponsored project payment
Date: October 26, 2012

The following has officially been the practice for a number of years; however this has not been clearly communicated to all involved. We know this because of the confusion that has become quite apparent over the past several years.

There are two challenges to initiating projects and keeping them *paid for* as they happen.
1) Projects being initiated or created without a Project Request Form and
2) Funding sources not being clearly identified and secured before project initiation.

The Project Request Form is a one page Excel document that is available on the district servers at I:/forms, the name of the file in that folder is "Project Request Form".   The form can be copied and saved locally once you open it.

Whenever a project is brought under consideration at the building level, a Project Request form needs to be completed and submitted through Operations for review and approval. All projects are brought to the Renovation Oversight Committee that meets monthly. This assures that the project is appropriate for the District's long range plans and has no conflicts with the many divisions of the district (Athletics, Community Education, Buildings / Facilities, Operations, Land Use Plans, Code Restrictions, etc...). The review process also identifies the project to all levels of the district administration (Superintendent, Human Resources, Public Information, Athletics, Finance, Educational Services, Special Education, Operations, etc.) to be sure that the project is aligned with the district goals. It is at this stage that alternative sources of funding for the project may become available, saving your group money.

Funding sources and payment methods are the largest areas of confusion district wide. If a project falls into either of the following payment methods, the Finance Department has specific guidelines for the proper handling of these project funds.

1. Any project that is being wholly funded by an outside organization, such as booster clubs, PTSA, CSO's, private donations, etc.
2. Any project that is funded by both outside organizations and District funds.

All projects that meet the above descriptions are required to follow these steps after the project has been approved but before the project can begin.

The Operations Department will notify the Finance Office and the project sponsor that the project has been approved and the estimated total cost. A minimum of 10% contingency costs will be added to the total cost of the project. The building or sponsoring group will need to submit funds covering the cost of the project, plus the 10% contingency to the Finance Office for deposit. Outside organizations will need to issue a check payable to Birmingham Public Schools; whereas district funds can be submitted through a journal entry form to transfer the funds.   When all funding has been received (including contingency) by the Finance Office they will notify Operations to begin procurement of supplies, materials and scheduling labor.

Operations will notify the Finance Office upon completion of a project and any funds remaining on account for that project will be returned to the sponsors of the project after all purchase orders and internal labor has been paid.

Project Request Forms are reviewed once each month during an administrative committee meeting. Please plan accordingly and allow 4-6 weeks for the Project Request Form to go through approval, and for funds to be collected and submitted to the Finance Office before the commencement of work on a project.

If you have any questions regarding the Project Request Forms, please contact Matt Hess, Assistant Manager of Operations at MHess@Birmingham.k12.mi.us or extension 33992.

If you have any questions regarding the deposit requirements or processes, please contact Michelle Maya, Manager of Finance at MMaya@Birmingham.k12.mi.us or extension 33097.

Cc: District Administrations
        File