



**Prince George Electric Cooperative
Policy Memo:
“ROUND UP FOR EDUCATION”**

Background

Prince George Electric Cooperative created the round up for education program in order to distribute funds to local schools for the purpose of purchasing school supplies for its students. It was determined that not all the funds were being used for this purpose and indeed were also being deposited in funds for other school activities. Round up distributions were suspended until better accounting and control could be obtained in order to solidify the intended purpose.

Scope

The objective of the round up program is to collect donations from cooperative members and distribute allocated funds for the purpose of acquiring school supplies and educational materials for school systems designated by cooperative members. The intent of the policy is to provide teachers with additional funds for supplies and instructional materials as they see fit. This policy will address the method, timing, accounting, and marketing necessary in order to develop the program.

Timing

Funds will be available to any school designated by cooperative members assuming funds are available for that school. Teachers will be eligible to receive one reimbursement per year and limited to \$125.00 in expenditures.

Distribution and Funding

A teacher representative will need to be provided in order to have a good channel of communication for participation, inquiries, and fund balances. Internal distribution of funds is discretionary assuming: 1.) school supplies and instructional reading material is purchased, (see schedule A for list of qualifying items) 2.) purchases are made by teachers or for the use of teachers evidenced by receipts and principal sign off to accompany reimbursement request, 3.) teachers are eligible to receive a reimbursement one time a year and the expenditure is limited to \$125.00. Funds will not be distributed

for any other purpose in support of the school system. All funding is for the teachers in support of their individual needs for classroom instruction.

Prince George Electric Cooperative will match \$50.00 per school system where contributions and/or balances meet or exceed \$50.00. This funding will be provided for in January of the following year in order for PGEC to determine where participation exists. PGEC will contribute \$50.00 only to schools where member contributions and/or balances meet or exceed \$50.00. School systems will need to contact PGEC's round up coordinator via email for fund balances.

Accounting

School teacher representatives will need to provide PGEC with receipts and a summarization of expenses with the principal's signature in order to receive reimbursement. Forms for teacher use will be provided.

Each year PGEC will contribute \$50.00 per school to the fund. That contribution should be expensed to the donations account with a liability recorded in the round up for education accrual account.

Accounting personnel will summarize contributed funds and distributions in an excel database. This sub-ledger should reconcile to books and provide a good accounting of distributions required to substantiate the validity of the program.

Program Communications

PGEC will attempt to market the program via the following media outlets:

- 1.) Cooperative Living Announcements
- 2.) Web Site Information
- 3.) Newspaper Advertisement Space

PGEC will designate a program coordinator for purposes of tracking and communication of account balances. Program marketing will be done in member services.

Schedule A
Qualifying Supplies and Instructional Reading Material

Supplies: Pencils, paper, scissors, pens, construction paper, glue, highlighters, paper clips, markers, crayons, note books, and any other supplies to be used specifically for the students and purchased by the teachers for use in the classroom.

Instructional Reading Materials: Teachers may need certain instructional materials. This may be in the form of newspapers, periodicals, murals, or other instructional materials determined to be necessary by the teacher to be used in the class room.