

ExCEL

Allowable/Non-allowable Expenses



EXCEL AFTER SCHOOL PROGRAM

2011-2012

Expenses



21st Century Community Learning Centers (ASSET) Grant

- Direct Service Expenses
- Administrative Expenses
- Family Literacy Expenses
- Non-allowable Expenses

Direct Service Expenses



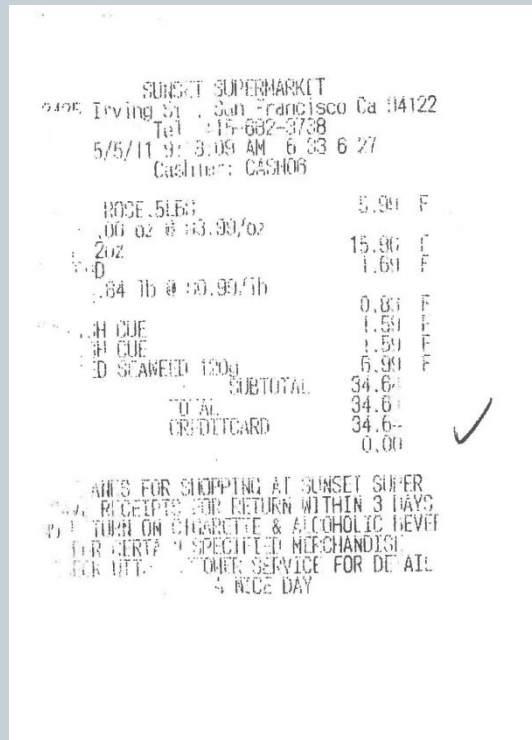
Expenses that are direct services to students include but are not limited to:

- **Snacks/Food** (must adhere to the SFUSD Wellness policy; for students)
- **Supplies for program** (glue, paper, cooking supplies, crayons, board games and more!)
- **Muni/Bart passes for field trips**
- **Computer equipment** (must be located on-site and a safe place to store)
- **Video and computer games** (allowable as long as there is a lesson plan)
- **Cyber High Courses** (only for credit recovery and registered ExCEL Students)
- **Yearbook Club** (ExCEL can support with the club, but not with the actually printing and purchasing of year books)

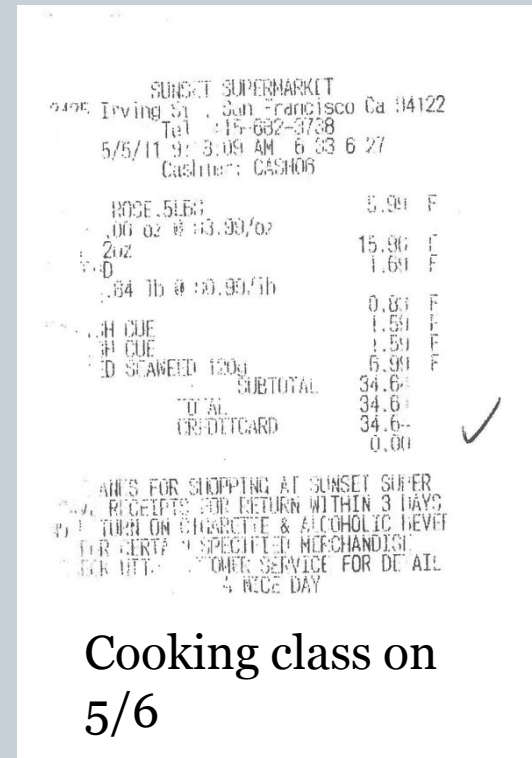
Sometimes receipts are a little blurry... That's ok as long as you identify what it is for:



Blurry....



Fixed



And sometimes you lose a receipt...



- Include a lost receipt form.
- Include a credit card statement (if you cannot find the receipt)
- On your CBO's lost receipt form please include:
 - The store you brought the item from
 - The date and cost
 - Why the items were brought
(Science class, cooking class, classroom supplies, etc.)
- Some companies like Costco can provide you a print out of your receipt.

Administrative Expenses



Administrative expenses include, but are not limited to:

- Cell Phone bills
- Mileage/Gas
- Monthly Muni passes for staff
- Utilities

Family Literacy



- The 21st Century Community Learning Centers Family Literacy grant was awarded to provide ExCEL After School Programs with funding to support parent/caregiver involvement in an after school setting.
- All Family Literacy Grantees must first complete a work plan and receive approval before using any grant funds.

Family Literacy Expenses



- Family nights
- ESL Classes
- Computer classes
- How to read a report card Class
- School loop

For reimbursement include:

- Sign-in/out (Parents and students)
- Flyers (included date, what program and where)
- Receipts
- Work plan must be signed off by Jennifer

Non-Allowable Expenses Items



- CBO expenses not related to the ExCEL program
- Personal expenses not related to ExCEL program
- Gift Cards
- Yearbooks

Questions?

