

FY20 20% FACILITIES FUNDS Guidance Document

- 1) District assures funding will be used for retirement of debt services and building maintenance of technical center.
- 2) District will report expenditures of these funds by using project # **18CX**.
- 3) Funds available July 1, 20XX – June 30, 20XX with carry forward of funds if a plan is in place for major expenditure the next year. **Request to carry forward should be submitted by July 15, 20XX.**
- 4) District will contact OCTE to request approval of carry forward funds.
- 5) Districts in collaboration with ATC staff will identify areas of need.
- 6) Failure to use funds appropriately in FYXX will result in FYXX expenditure reimbursement.
- 7) Detailed expenditure reports shall be provided to the Office of Career & Technical Education twice yearly: by January 25, 20XX and July 25, 20XX.
- 8) Examples of allowable use of 20% Facilities funds include, **but are not limited to:**

Purchased Professional and Technical Services – Non School Employee

- Architectural and Engineering Services
- Security Services

Purchased Property Services

- Snow Removal
- Contracted Grounds Services
- Non-Technology-Related Repairs and Maintenance
- Technology-Related Repairs and Maintenance
- Equipment/Machinery/Furniture Repairs and Maintenance
- Building Repairs and Maintenance
- Other Repairs and Maintenance
- Portable Classroom Rentals

Other Purchased Services

- Property Insurance (OCTE has policy for equipment on inventory)

Property

- Land and Improvements
- Buildings
- Machinery
- Furniture and Fixtures
- Technology Related Hardware
- Instructional Equipment
- Other Equipment