## Finance and Communty Resources

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<b>√</b> [	Date Task	✓ Date	Task	1	Date	Task
	Review the 2020-2021 budget for your school. and compare to your 2019-2020 budget		Review the needs assessment and take action on the identified needs			Constantly assess the school budget and communicate with your school's bookkeeper. Make appropriate tranfers of monies to accounts with high needs within the polices of ACPS and guidance of our CFO Teresa Crouch
	Complete a needs assessment to ensure all schools have their individual programs/needs addressed.		Order all necessary instructional supplies.			Continure to review suppliers and contracts monthly to ensure ACPS is receiving the best price for goods and services.
	Note any areas for potential savings (ex. contracted services that are not needed, canceled events, etc.)		Order all necessary opertational and safety/PPE supplies.			Monitor and ensure compliance of received grants.
	Note any areas for potential increase for line items (ex. professional development cost, PPE for athletics, etc.)		Reach out to community partner to explain our plans for returning to school and provide them with opportunities to support your school.			Review the allthletic contingency plan and ensure the appropiate actions items are being accomplished.
	Identify and review all contrated services and list them on a Google Sheet.		Hold any unnecessary reoccuring orders			
	Identify and document community partners who could provide resources and/or funding for your school for the 2020-2021 SY.		Communicate with all staff members, department chairs, and coaches to evaluate normal purchases and adjuest their spending to reflect our current situation.			
	Reassess staffing ultilization and review changes for any budgetary implications		Identify and apply for grants that may be needed and useful for your school, departments, or programs.			
	Communication leadership		Collaborate with the instructional team to evaluate the purchased resources and subscriptions to determine if they are still needed in the phase that we are currently in.			
			Work with athletic directors to create contingency plans to midigate the impact of decreased revenue from ticket sales.			

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