EMAA Head Start

**CLASSROOM 'CHECKBOOK'**

*Amount per classroom for the year*

Site_____

Classroom_____

**CLASSROOM MONEY**

| Date | Description of Transaction | Amount spent | Credit: $50/mo | Balance |
|---|---|---|---|---|
| 1/2/ | Monthly amount for Jan. | | $50.00 | $50.00 |
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**BOOKS**

| Date | Amount spent | Balance |
|---|---|---|
| *Beginning balance* | | $260.00 |
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**CLEANING for each classroom**

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|---|---|---|
| *Beginning balance* | | $57.00 |
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**TRANSITION MONEY***

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|---|---|---|
| *Beginning balance* | | $90.00 |
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*Transition money may be used to assist children and their families as they transition into kindergarten or the next phase of children's education. For example:

1. Expenses associated with visits to kindergarten
2. Books about kindergarten.
3. Transitioning-Into-Summer Packet: send home pencils, crayons, maybe scissors and/or glue, perhaps a book and definitely LOTS of scrap paper (but not store-bought workbooks), along with the "Ways Your Child Continues Learning Over the Summer" hand-out.

*Revised 7/16*

EMAA Head Start

**CENTER 'CHECKBOOK'**

**AMOUNTS**

Parent Activity Fund: $50/classroom

All others: $20/ classroom per event

not to exceed $60 per center.

Site_____ Site Manager_____

**DONATIONS/FUNDRAISERS**

| Date | Description of Transaction | $ Spent | $ Received | Balance |
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**PARENT ACTIVITY FUND**

| Date | $ Spent | Balance |
|---|---|---|
| *Beginning balance* | | |
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**RECRUITMENT MEETING**

| | | |
|---|---|---|
| *Beginning balance* | | |
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**KINDERGARTEN TEA and/or Parent Meeting about K**

| | | |
|---|---|---|
| *Beginning balance* | | |
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**VOLUNTEER Appreciation Day**

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|---|---|---|
| *Beginning balance* | | |
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**OPEN HOUSE**

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|---|---|---|
| *Beginning balance* | | |
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**FIRST PARENT MEETING**

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|---|---|---|
| *Beginning balance* | | |
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*Revised 7/16*