

All federal and state funds that flow through to Regional Early Childhood Committees are subject to audit. Each committee has the responsibility to prepare an annual budget, receive approval on the budget and spend accordingly.

All expenditures must follow the guidelines established by the state for meetings, meals, travel, etc. The checklist for qualifying for meals and refreshments is attached to this guideline.

Recommended uses for Regional RECC budgets (the list is not all-inclusive):

- Parent travel expenses to attend RECC meetings
- Parent child care expenses to attend RECC meeting
- Regional representative expenses to attend EC3 meeting
- Regional representative expenses to attend RECC annual meeting
- Reimbursement for travel expenses for projects such as delivery of physician packets
- Public awareness activities such as products that will support evidence-based early childhood practices
- Sponsorship or co-sponsorship of training or workshop (see attached checklist) that would benefit EC professionals and/or parents of young children
- Scholarships to send parent (s) from RECC to training (see attached checklist)—training must benefit region
- RECC supplies such as manuals, mailing, copies, etc.
- RECC staffing and/or facilitation
- Other as approved (please contact the director of the Early Childhood Coordinating Council for approval)

**RECC budgets may not be used for**

- Choking hazards for young children (see attached list)
- Gifts
- Meals that do not meet the state guidelines
- Honorariums 1. (An honorarium is a payment given to a person -- often a speaker -- who provides services that do not normally require a fee. Honorariums are usually not included in other expenses such as those related to travel, accommodations and meals.) Or 2. (An honorarium is a payment in recognition of acts or professional services for which custom or propriety forbids a price to be set.)
- Lobbying
- Donations
- Medical expenses

*In the Early Childhood Coordinating Council Policies and Procedures, Section II, Parents and Professionals, Honorarium and Expenses for Parent Participants, a process of approval and fee exists for paying a parent an honorarium for speaking.) RECCs are encouraged to develop and adopt a policy for paying parent honorarium fees that matches EC3 policies and procedures.*

Any proposed expenditure over \$500 must include a narrative description with details.

**Examples of approved expenditures:**

Sponsoring or Co-sponsoring a speaker in collaboration with Idaho AEYC or DEC

(A speaker fee is typically set by the speaker as a usual and customary cost per presentation, day or conference.) A speaker fee may call for a memorandum of agreement to assure terms of agreement including travel, per diem and lodging.

Collaborating to promote week of the young child event

Developing a local calendar that tells the story of children who benefit from EI

Promoting early literacy for children in poverty and EI (books must be accompanied by read-aloud activities)

Collaborative activities with hospitals and libraries

Promotion of screening (child find) activities