

Professional Fund Questions & Answers

Here's everything you need to know about the Professional Fund

Soon you'll be receiving a form from the district asking you to let them know how you'd like to include in your Professional Fund designations. We thought we'd take this time to answer the most commonly asked questions about the fund. It's important for you to read and save this information for future reference.

Q. What is the Professional Fund?

A. Each full-time employee covered under the LWEA contract receives \$2,000 per year to use at their discretion for professional purposes.

Q. Can I take the money as salary?

A. No – you can no longer take this as salary due to new regulations from the state regarding compensation.

Q. What uses of the fund qualify for professional purposes?

A. The fund can be used for anything that is professionally related to your job. Some examples are:

- Tuition, clock hours, workshop/conference fees and materials (but not for subs, hotel, or travel)
- Home internet service up to \$50 per month (\$600 per year)
- Cell data service (not text messaging) up to \$41.67 per month (\$500 per year)
- Memberships fees to professional organizations (including LWEA dues)
- Subscriptions to professional publications
- Classroom materials and supplies you purchase
- Repayment of student loans incurred after employment
- Other items that are related to your current or potential assignment

Q. How much can I count from my dues?

A. If you are currently working at the same FTE now as you were in June of last year, then read the chart below to determine the amount you can include:

FTE	3 MONTHS/2017-18	9 MONTHS/2018-19	TOTAL
.76 - 1.0	270.84	835.56	1106.40
.51 - .75	237.03	732.60	969.65
.26 - .50	141.27	430.92	572.19
.1 - .25	97.17	296.46	393.63



The state auditor prohibits personal items from being on the same receipts as those you turn in for your Professional Fund. Make sure you get a separate receipt for your purchases, and don't co-mingle your personal purchases with Professional Fund purchases.

Professional Fund (continued from page 1)

Q. If my FTE was different or I was not working in 2017-18, how will I determine my dues amount?

A. You should contact Sheila Hagerman in the LWEA office for assistance.

Q. Will I get a receipt to include with my reimbursement form?

A. Yes, you will receive a receipt from the LWEA in the Spring to use for this purpose.

Q. What if I select money for materials and I don't spend all of it?

A. You will have to either spend the money on professional items, or return the unspent money to the district. So, it's really important to select an amount you know you're going to spend.

Q. Can I change my mind later in the year once I make my selection?

A. No. You need to make a final decision by the October 15 deadline as to how much you want to claim in \$500 increments (for example, \$500, \$1,000, \$1,500 or \$2,000).

Q. If I purchase instructional materials, who owns them?

A. The District. Otherwise, the IRS would tax you on their value. You can take the items with you to another building in the district as long as they are not permanently affixed, or are part of a bigger whole that would cause a hardship if your piece was removed. (This is for situations in which teachers pool their money to make a large purchase.)

Q. What about using the fund to buy technology?

A. You can purchase accessory technology (keyboards, monitors, mice, etc.) on the district's approved list.

Q. Do I have to save receipts for purchases?

A. Yes. Also, the state auditor prohibits personal items from being on the same receipts as those you turn in for your Professional Fund. Make sure you get a separate receipt for your purchases, and don't co-mingle your personal purchases with Professional Fund purchases. You'll be asked to turn in all your receipts once you've spent all the money, but no later than May 31, 2019.

Q. How do I get receipts for high-speed internet when it's on my phone or cable bill?

A. Provide a complete bill for the first month you're claiming, and summary bill for the number of months afterwards that you're also claiming when you submit your receipts by May 31, 2019.

Q. When can I start spending money on materials and other items?

A. Any expenses incurred from June 1, 2018 through May 31, 2019 qualify for the fund.

Q. Can I use the fund for travel to a conference?

A. No. The fund can't be used for meals, lodging, mileage, transportation, or substitute costs for attending workshops or conferences.

Q. What if I have further questions?

A. As always, feel free to e-mail or call any of us in the LWEA office.
We'll be happy to help!



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