

North East School Division - Administrative Procedure

AP 203 Local Budget School Community Council	References:	Tracking: Policy maintenance – September 12, 2023
	Related: AP 201 Establishment and Maintenance of School Community Councils	Status: Approved

LOCAL BUDGET

The Board of Education helps to offset expenses of School Community Councils through the provision of an annual grant.

PROCEDURES

1. Allocation of Funds

- a. The Board of Education annually establishes a grant, which provides operational funds for School Community Councils.
- b. The grant is in the form of an established dollar level for each specific School Community Council each year.
- c. Funds are allocated for Council operations only, not for school projects or to enhance the school's decentralized budget.
- d. The School Community Council is to establish an annual local budget based on the funds allocated by the Board of Education.
- e. The School Community Council is not permitted to fundraise. All monies generated by fundraising will be managed through the school funds accounting process.

2. Purpose of Funds

- a. Vehicle expense allowance for members to travel to regular meetings.
- b. Vehicle expense allowance for out-of-community events and meetings. *Per diem* is not included.
- c. Communication and public relations
- d. Memberships in provincial organizations
- e. Conference attendance and professional development
- f. Incidental expenses such as postage and printing.

3. Annual Statement

- a. An annual statement is to be provided to the Manager of Financial Services by September 30 of every year outlining the School Community Council revenues and expenditures.