



Administrative Procedures

AP-203 SCHOOL COMMUNITY COUNCIL GRANT	Date of implementation: Fall 2006 Date of update: March 21, 2019
	Related Administrative Procedures: AP-702 Budget

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

Procedures:

1) Allocation of Funds

- a) The Board of Education through the annual budget process establishes a grant, which provides operational funds for School Community Councils.
- b) Funds are allocated for Council operations only and not intended for school projects or to enhance the school's decentralized budget.
- c) The School Community Council is to establish an annual budget based on the funds allocated and submit it to the Accounting Supervisor by September 30.

2) Purpose of Funds

- a) Payment of vehicle expense allowance for out-of-community events and meetings. Per diem is not included.
- b) To support communication and public relations.
- c) Payment of memberships in educationally relevant organizations.
- d) To support attendance at conferences and other professional development.
- e) To cover other incidental expenses such as postage and printing related to the operation of the School Community Council.

3) Reporting

- a) An annual report is to be provided to the Accounting Supervisor by September 30 for the preceding fiscal year outlining the School Community council revenues and expenditures.

References:

[*The Education Regulations, 2015, Part V*](#)