

Administrative Procedures

AP-203 SCHOOL COMMUNITY COUNCIL GRANT	Date of implementation: Fall 2006 Date of review: February 23, 2024
	Related Administrative Procedures: AP-702 Budget

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

Procedures:

1) Allocation of Funds

- a) The Board of Education establishes a grant through the annual budget process, 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 Coordinator responsible for SCCs by October 31.

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, 2019](#), Part 4