



## Administrative Procedures

<b>AP-203</b>  SCHOOL COMMUNITY COUNCIL GRANT	<b>Date of implementation:</b> Fall 2006 <b>Date of update:</b> March 21, 2019
	<b>Related Administrative Procedures:</b> <a href="#">AP-702 Budget</a>

**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](#)