



ADMINISTRATIVE PROCEDURE NO. 203

IMPLEMENTATION FALL 2006

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 per School Community Council per 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.

2. Purpose of Funds

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

3. Annual Statement

- a. An annual statement is to be provided to the Superintendent Planning, Finance and Administrative Services by June 30 of every year outlining the School Community Council revenues and expenditures.