

Administrative Procedures

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| AP-203 | Date of implementation: Fall 2006 |
| | Date of review: February 23, 2024 |
| SCHOOL COMMUNITY COUNCIL GRANT | 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](#)