

**Administrative Procedures 132**  
**School Community Council Finances**

	<b>Adopted:</b> March 22, 2012  <b>Amended:</b> July 23, 2019	
	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>External References:</b> <ul style="list-style-type: none"> <li>• Education Act: Sections 140.1, 140.2, 140.3, 140.4, 140.5</li> <li>• SSBA Handbook – A Handbook for School Community Councils and Principals</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <b>Internal References:</b> <ul style="list-style-type: none"> <li>• BP 17 School Community Councils</li> <li>• AP 501 School Decentralized Budget</li> <li>• AP 511 Management of School-Generated Funds – Appendix A – Accounting Best Practices</li> <li>• AP 548 Community Use of School Facilities</li> <li>• AP 520 Fundraising</li> <li>• SCC Financial Workbook</li> </ul> </td> </tr> </table>	<b>External References:</b> <ul style="list-style-type: none"> <li>• Education Act: Sections 140.1, 140.2, 140.3, 140.4, 140.5</li> <li>• SSBA Handbook – A Handbook for School Community Councils and Principals</li> </ul>
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## Background

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

## Procedures

### 1. Allocation of Grant Funds

- 1.1 The Board of Education annually establishes a grant, which provides operational funds for School Community Councils.
- 1.2 Funds are allocated for Council operations only, not for school projects or to enhance the school's decentralized budget.
- 1.3 The School Community Council is to establish an annual local budget based on the funds allocated. An SCC Financial Workbook will be provided annually by the Superintendent of Business for this purpose. Included in the SCC Financial Workbook is information regarding the use of funds under SCC grant, SCC discretionary and school level funds.
- 1.4 School rental fees will be reported as Revenue and may be used by the School Community Council for school-based initiatives. Refer to Administrative Procedures 548 Community Use of School Facilities and Administrative Procedures 511 Management of School-Generated Funds – Appendix A – Accounting Best Practices.
- 1.5 Any two of the Treasurer, the Chair, and the Vice-Chair shall have signing authority for the SCC account.

### 2. Purpose of Funds

- 2.1 Member expense related to events and meetings. Per diem is not included.
- 2.2 Staff appreciation, retirement gifts and student recognition.
- 2.3 Communication and Public Relations.
- 2.4 Events and Activities.
- 2.5 Education Sector Strategic Plan (ESSP) Level Three Initiatives.
- 2.6 SCC Resources.
- 2.7 Memberships in local or provincial organizations.
- 2.8 Conference attendance and professional development.

2.9 Meeting supplies.

2.10 Bank charges.

3. Annual Statement

3.1 The fiscal year for the School Community Council shall be September 1<sup>st</sup> to August 31<sup>st</sup>.

3.2 By September 30<sup>th</sup>, the completed financial spreadsheet and a bank statement which shows the bank balance at the end of the fiscal year is to be provided to the Superintendent of Business.