

Saskatchewan Rivers School Division No. 119 Policy Manual

Policy Name: Grants to School Community Councils

Policy Type: School and Community Partnerships

Number: 9020

Date Approved: June 25, 2007; June 23, 2008

Legal Reference:

The Board of Education (the Board) will support School Community Councils, through an annual grant of \$1,000.00.

1. The Secretary-Treasurer is responsible to ensure that grants to School Community Councils are paid in accordance with Board policy and administrative procedures.
2. The Secretary-Treasurer or designate is responsible for audit of financial statements received and for authorizing all grant payments to School Community Councils.

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ADMINISTRATIVE PROCEDURES

1. A grant in the amount of \$1,000.00 shall be paid to each School Community Council operating within the Saskatchewan Rivers School Division. The grant covers the fiscal year which runs from September 1st to August 31st.
2. The School Community Councils shall deposit the funds received in a bank account and shall make all payments from the fund by cheque.
3. School Community Councils are accountable to the Board for the funds advanced. By September 30 in each fiscal year each entity shall file a financial statement for the previous fiscal year in the prescribed format (example attached) with the Business Manager for the school division.
4. Upon receipt and audit of the Financial Statement, payment of the next year's grant will automatically be processed by Accounts Payable personnel and forwarded to the treasurer of the School Community Councils.
5. The Business Manager shall prepare a report consolidating the financial information for presentation to the Board and for the review of the school division auditor and for inclusion in the annual audited Financial Statement for the school division. (This is required under Public Sector Accounting Board reporting guidelines for school divisions.)