

School Advisory Council – Financial Guidelines
December 2018
SSRCE

Introduction:

The Province of Nova Scotia has provided the Regional Education Centres with detailed guidance on the roles and responsibilities of School Advisory Committees.

Included with this documentation was the attached one page document regarding Spending Guidelines of School Advisory Committees. To assist the members of these School Advisory Councils and the school administrative staff, please note the following additional list of important SSRCE specific financial guidelines.

SSRCE SAC Financial Guidelines:

1. SAC funds are to be maintained in the general bank account of the school.
2. Each school shall maintain an SAC ledger account in its Schoolcash software, and all transactions related to the SAC will be recorded in this account.
3. Expenditures must be of one the three categories outlined by the Province's Spending Guidelines document (supporting the school improvement plan, supporting policy development and implementation, and operational expenses).
4. Funding is being provided on a school year basis, and planning for expenditures should be on the same timeframe.
5. Decisions to spend funds by the SAC should be discussed and voted upon if required. These decisions need to be documented in the minutes of the meeting.
6. At the beginning of the school year, decisions to spend funds on general operational expenses should be discussed and voted upon. These decisions should be documented in the meeting minutes. Specific individual claims or expenditures do not need to be documented in the meeting minutes.
7. SAC Members making a claim for reimbursement will need to complete a specific SAC Expense Claim Form. Depending upon the nature of the item, they may need to attach original supporting documents.
8. The Chair of the SAC should review the expense claim and if appropriate, sign the form indicating it has been approved for payment. The Principal of the school would then take the form for proper completion of the payment process. Cheques would not be signed by SAC Members, as they would continue to be signed by the normal school bank account signing authorities.

9. The purchase of goods or services that has been approved by the SAC will be handled by the school administrative staff. The procurement policy and procedures need to be adhered to – in the same manner as any other purchase.
10. Directives of the SSRCE School Based Funds Handbook need to be followed by school administrative staff when completing SAC financial transactions.
11. When attending SAC meetings, Principals should bring detailed copies of the SAC ledger account.
12. A review of this financial report should be a regular part of the SAC agenda.

If further clarification is required please note that enquiries can be made of the SSRCE Director of Finance (contact information on the SSRCE website).

School Advisory Council Spending Guidelines



This information is intended to assist school advisory councils (SACs) in their budgeting of provincial funding provided to support their mandates.

Calculation of Funding

- An annual funding allocation of \$5,000, plus one dollar per student, will be provided to each school with an SAC. If an SAC represents multiple schools, each school will receive its own budget of \$5,000 plus one dollar per student. The SAC will decide how this funding will be spent for each school.
- The regional centres for education (RCEs) and the Conseil scolaire acadien provincial (CSAP) will each maintain a registry of the SACs for schools within their jurisdiction. The registries will be used by the Department of Education and Early Childhood Development, RCEs, and CSAP to guide funding distribution.

Funding Parameters

- Annual funding will be provided to SACs for use during the current school year. Funds are not intended to carry-over for use in subsequent years.
- Funding will be managed according to existing RCE and CSAP policies. SACs will not establish a bank account to hold these funds. Principals will manage this funding the same as they do their other school funds (e.g., student support grants).
- SAC funding decisions should be made during meetings.
- While an SAC may serve more than one school (i.e., a joint or regional SAC), funding must be spent at the school it was allocated to.

Reporting

- Any funds used by SACs must be accounted for and reported on. The SAC Handbook includes an annual report template with guidance on financial reporting. If further guidance on financial reporting is needed SAC members should approach the school principal, who may then refer them to the SAC representative at their RCE.
- All expenditures must fit into one of the three spending categories below:
 - supporting the school improvement plan (e.g., providing resources to support math and literacy instruction).
 - supporting policy development and implementation (e.g., supporting and promoting new policies).
 - covering operational expenses. Up to 20 per cent of provincial SAC funding may be used as operational expenses, if necessary, to encourage and support member participation.