

# 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 for SAC operational expenses, if necessary, to encourage and support member participation.
- A copy of the annual report should be submitted to the RCE before the end of the school year. The report should also be made available to the public.