

## Parent School Support Committee Budget Guidelines

The money allocated to Parent School Support Committees is government money provided by taxpayers. The District receives monies from EECD and at the August or September DEC meeting a proposed budget is presented to DEC for approval by motion. Monies are then transferred to the school. For accountability and transparency, care must be taken to ensure budget decisions are properly made at official meetings and recorded in the PSSC minutes.

The PSSC decides how they will spend their budget. The principal may make suggestions on how to use PSSC funds, but only the PSSC can decide how they will use the money to help with their work of advising the principal. PSSC budgets must be spent by March 30, the end of the fiscal year.

While the PSSC makes the decisions, it is the principal who authorizes purchases and payments from the PSSC budget. The principal cannot authorize payment for any expense that does not fall within the role of the PSSC. To provide clarification, specific categories have been established by the District Education Council.

### **PSSC Expense Checklist:**

1. Was the expense approved by a vote at an official meeting of the PSSC and recorded in the minutes?
  - Did PSSC members at the meeting have the opportunity to discuss the expense before the vote was taken?
  
2. Is the expense directly related to the work of the PSSC?
  - Expenses related to holding PSSC meetings. This may include expenses such as:
    - Office supplies
    - Meals
    - Nutrition breaks
  
  - Expenses related to professional development or training for PSSC members. This may include expenses such as:
    - Training resources such as books and training videos
    - Orientation sessions for new members
    - Registration fees and approved travel expenses for PSSC members in accordance with EECD travel policies.
  
  - Expenses related to PSSC communications or communication to families. This may include expenses such as:
    - Postage and courier
    - Brochure and pamphlets
    - Office supplies

- Promotional materials
  - Expenses related to parent or community engagement conducted by the PSSC to inform their work. This may include expenses such as:
    - Costs related to hosting family nights (e.g. internet safety, mental health sessions, literacy nights, cultural celebrations). PSSCs may join with other schools in planning these information sessions.
    - Costs related to surveys or other feedback specific to the work of the PSSC.
    - Gifts/honorariums
  - Initiatives to support the SIP are also acceptable. The budgets are not large so purchases that benefit many students are best.
3. The following expenses are deemed not appropriate uses for PSSC funds.
- Gift cards, gift certificates
  - Alcoholic beverages
  - Instructional materials
  - Hiring of casual staff
  - Payment of travel expenses as they relate to attendance at PSSC meetings
  - Allocating funds to sports team or other extracurricular activities
  - Donating funds to outside organizations