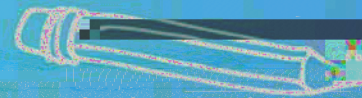


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# Topics



# ADOPT vs APPROVE

In the Education Act, the words **ADOPT** and **APPROVE** have distinct meanings:

! **ADOPT** = the right to modify, add, delete and otherwise rework a proposal

" Governing Board Annual Operating Budget ([66E](#) and [108](#))

" Schools and Centres Annual Budgets ([95A](#) and [110.4](#))

! **APPROVE** the power to accept or to refuse a proposal as presented without the right to make modifications

" School fees ([75.0.](#))

" School Supplies ([77.1](#) and [110.3.2](#))



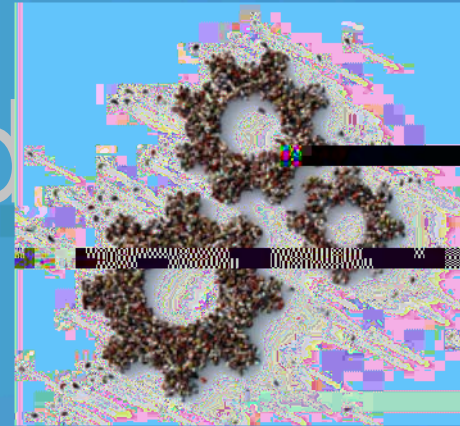
# The Education Act

Articles	Description
<a href="#">66</a> <a href="#">108</a>	The Governing Board shall and oversee the administration of its annual operating budget.
<a href="#">95</a> <a href="#">110.4</a>	The Governing Board shall adopt the school's annual budget.
<a href="#">96.24</a> <a href="#">110.13</a>	The budget must maintain a balance between expenditures, on the one hand and the financial resources allocated to the school by the board and the school's own revenues, on the other.
<a href="#">275</a>	After consulting with the Governing Boards and the Parents' Council and taking into account the recommendations of the resource committee, the school board shall establish objectives and principles governing the allocation of subsidies, school tax proceeds and income among its educational institutions.

AN ENGLISH EDUCATION,

A BILINGUAL CULTURAL FUTURE

# Process and Composition







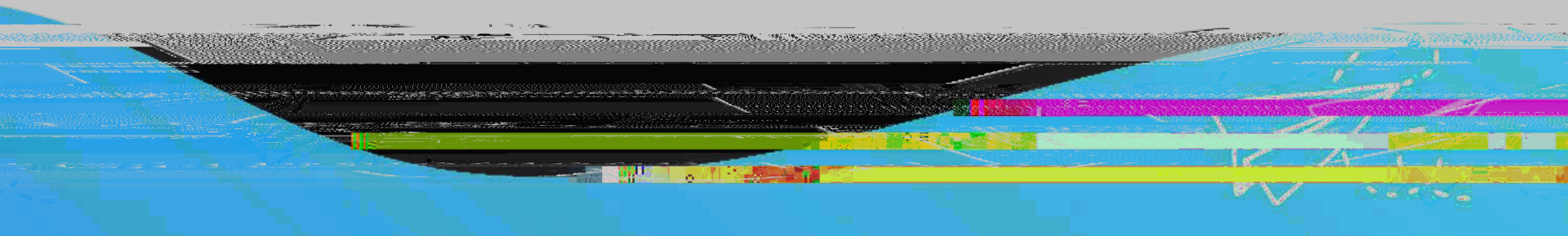


# Budget Process

## ! Budget Update

Throughout the school year the initial budget will be re-evaluated

- ! Confirmation of September enrollment
- ! Change in needs and priorities
- ! Modification to funding from M
- ! Unforeseen events



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# School Budget

## 1.1 School Operations

Fund for the operation of the school





# School Budget

## 1.2 Other

### Rental

- ! Revenues from rental of school facilities

### Daycare

- ! Parent contribution to daycare expenses

### Capital

- ! Acquisition of equipment or capital projects (furniture, playground equipment, minor renovations)

### SelfFinancingactivities

- ! Special activities

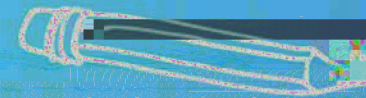


# School Budget

## 1.3 Governing Board

Fund to defray expenses in order to operate the GB

- ! Postage
- ! Photocopies
- ! Mileage
- ! Training materials
- ! Secretary
- ! Babysitting





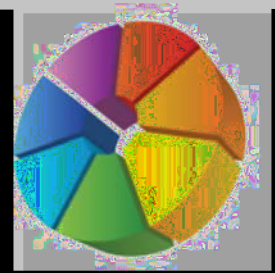
# School Budget

## 1.4 School Designated

Fundraising for school projects normally runs over more than one school year

- ! Prom
- ! Europe Trips





# School Budget

## 2. MEQ Measures

- ! Amounts allocated to the school board through the MEQ budget rules and decentralized to the schools
- ! Each measure is specifically targeted for a certain purpose and must be spent accordingly (see Annex 3)
- ! A resolution from the GB is required, confirming amounts received.
- ! The schools and School Board must report back to the MEQ on the use of these funds

# FOR THE ADOPTION OF THE SCHOOL BUDGET BY THE GOVERNING BOARD

WHEREAS, in accordance with Section 95 of the Education Act, the Governing Board is

# School Financial Reports



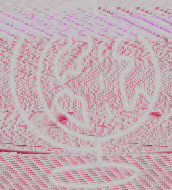




# Financial Report

Who and when?

- ! Prepared by the Financial Resources Department based on information contained in the school's accounts;
- ! The financial information of the school should be reported to the school Governing Board by the Principal on a regular basis; recommendations at least 3 times throughout the school year
- ! The information is a report of the school's financial situation to date









# The Education Act (Youth)

## Section 7



School fees cannot be charged for:  
! textbooks and other instructional material



School fees CAN be charged for:  
! documents in which students write, draw or cut out  
! material for personal use

# The Education Act

## memory aid

**MEMORY AID** > Free education and contributions that may be required

**EDUCATIONAL SERVICES**

**EDUCATIONAL MATERIALS**

**THE RIGHT TO FREE EDUCATIONAL SERVICES**

**EDUCATIONAL MATERIALS**

**THE RIGHT TO FREE EDUCATIONAL SERVICES DOES NOT APPLY TO:**

**AIDE-MÉMOIRE** > Gratuite scolaire et contributions financières pouvant être exigées

**SERVICES ÉDUCATIFS**

**MATÉRIEL SCOLAIRE**

**LE DROIT À LA GRATUITÉ DES MANUELS SCOLAIRES ET DU MATÉRIEL**

**LE DROIT À LA GRATUITÉ NE S'APPLIQUE PAS À:**

gouvernement

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**LE DROIT À LA GRATUITÉ DES SERVICES ÉDUCATIFS NE S'APPLIQUE PAS À:**

gouvernement

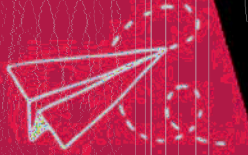
**LE DROIT À LA GRATUITÉ DES MANUELS SCOLAIRES ET DU MATÉRIEL**

**LE DROIT À LA GRATUITÉ NE S'APPLIQUE PAS À:**

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# Governing Board's Responsibilities

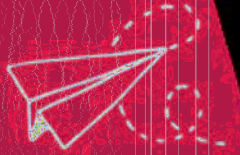
[Section 75.0](#) of the Education Act



# Governing Board's Responsibilities (Youth and VT)

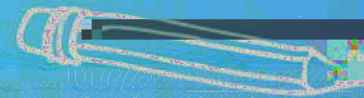
Section 77.0 of the Education Act

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# EXAMPLE of principles for School Fees CHARGED TO PARENTS



# Sample TIMELINE

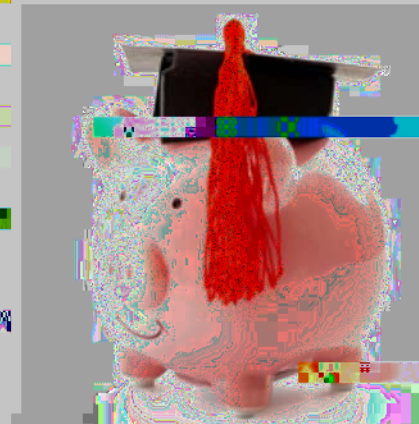
MONTH	WHAT
MARCH/APRIL	! GB establishes the principles for determining the cost of the documents on which students write, draw <u>Arts. 7.7(1) and 110.3.2</u>
MARCH/APRIL	! The Principal consults the GB on the choice of tm 159. choice

# School Fee Policy Youth Sector

Scope

! This [policy](#)

Harmonization  
Equitable  
**Fees**  
Transparency  
Lowest Detailed



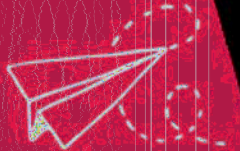
# 3 Principles of the Policy

School fees shall be established based on:

Accessibility  
and Equity

Right to Free  
Education

Transparency





# School Fee Policy

## Additional Guidelines

- ! Fees must be justified and reflect real cost
- ! Lists must be detailed with a description and cost items
- ! No financial contribution may be requested for a service, activity or material that can be financed by the MEQ
- ! Additional financial contributions must be invoiced separately and clearly indicated as optional
- ! All administrative costs must be free.



# School Fee Policy

## Noon-hour supervision

- ! GB is responsible for establishing the organization of services offered and determining fees charged
- ! Charges shall be reasonable and based on actual costs.
- ! Ratios for supervision must be respected.
  - ! Due to differences in size and physical organization, each school shall determine



# School Fee Policy Special Projects

Fees may be charged for services provided within the scope of special projects:

- ¥ certification by an outside body in order to carry out the project
- ¥ the issuing to the student of a certificate by an outside body within the project
- ¥ the school coordination required to allow the carrying out of the project
- ¥ the participation of a coach or other specialist acting as a teacher in a study program
- ¥ the renting of a sports facility or of premises required for the carrying out of the project
- ¥ specialized material specifically required for the carrying out of a special school project, or for the maintenance of the material

# Charitable Donations



# Charitable donations

## Donations that QUALIFY for a tax receipt

- ! Cash Donations In most cases donations in the form of cash or cheques can usually be received in full where there has been no consideration given to the donor in a



- ! Donations of Goods The school board may issue a tax receipt for donated goods if the value of the goods can be clearly established.

## Donations that DO NOT QUALIFY for a tax receipt

- ! Gifts of Service An eligible donation must be a gift of property.



- ! Pledges or promises to donate The property must be actually transferred in order to be eligible for a receipt.

- ! Fees charged to parents This includes payments received from parents so that their children can attend a field trip or other activity.

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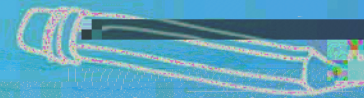
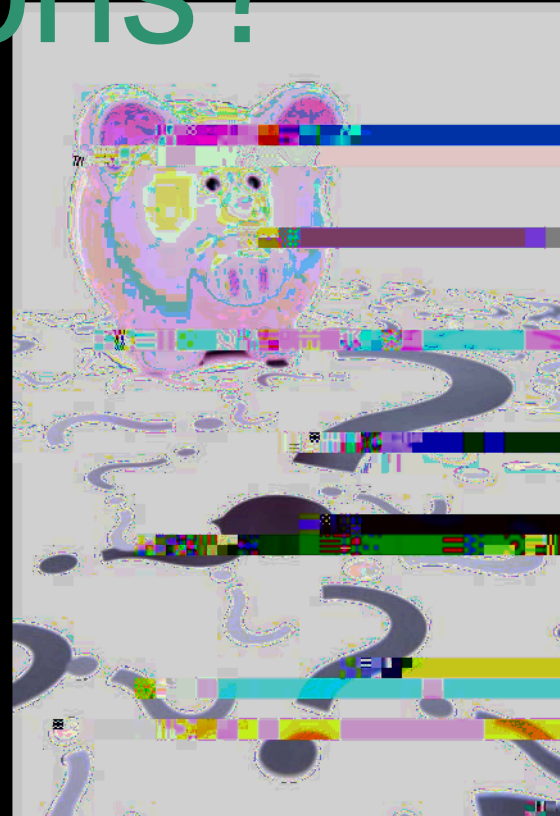
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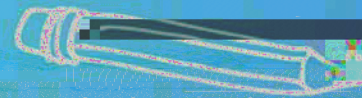
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# Questions?





# Annex 1



# The End