



**MEMO**

**DATE:** September 23, 2021  
**TO:** Principals and School Council (Co-)Chairs  
**CC:** Superintendents of Education, Superintendent of Finance, Office Coordinators  
**FROM:** Matt McCutcheon, Superintendent of Education  
**RE:** \$500 School Council School Based Funding in GSN

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Please be advised that the School Council funding will be appearing in your school's budget under 15-4150 for your school council's use.

One of the following steps should be occurring at the school level following expenditure of this money:

- 1) Invoice(s) or expenses should be charged to 15-4150-x-000-xxx. If the invoice exceeds \$500, the school budget would absorb the remaining cost.
- 2) The school may charge expenditures to a school budget line such as printing. Staff must then process a journal entry to debit the 15-4150 budget line in order to off-set the cost. This is not the preferred method. It would be better to charge the expenditure to the School Council budget line initially.
- 3) If a cheque requisition or expense reimbursement is issued, be sure to attach back-up documentation and forward to accounts payable, debiting budget code 15-4150-x-000-xxx.

**In summary, the \$500 funding should not be left sitting in the school's 15-4150-x-000-xxx budget line at year end.**

A brochure is available on UGshare (use search words "School Council" or "Brochure") which contains ideas to assist School Councils with their initiatives. Please be aware that this pamphlet is only a resource. School Councils are not limited to these initiatives; feel free to be imaginative, as long as the money is used for parent engagement initiatives.

The reporting template for these funds can be found in UGshare (use the search words "\$500 Memo" or "\$500 Report"), or on the PIC website at [www.ugdsb.ca/pic](http://www.ugdsb.ca/pic). You must submit the report to Matt McCutcheon, Superintendent of Education, not later than June 1st, 2022.

All School Council School Based Funding must be spent by June 30, 2022, or the funds must be released to the Board, as per Ministry direction.