

School Budget, Finances and School Fees

**Presented to Governing Board members
February 1 , 2023**

Anna Sollazzo, Secretary General

Chao Ling Pan, Director of Financial Resources

Topics

Part 1 - Introduction

- Functions and Powers (Adopt vs. Approve)

Part 2 – School Budget & Finances

- The Education Act
- School Budgets
 - ✓ Process
 - ✓ Composition
- School Financial Reports

Part 3 – School Fees

- Legal Framework
- GB Responsibilities
- Sample Timeline
- School Fee Policy

Part 4 – Charitable Donations



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 (EA [66](#) and [108](#))
 - Schools and Centres - Annual Budgets (EA [95](#) and [110.4](#))

- ❑ **APPROVE** = the power to **accept or to refuse** a proposal as presented without the right to make modifications
 - School fees (EA [75.0.1](#))
 - School Supplies (EA [77.1](#) and [110.3.2](#))

**AN ENGLISH EDUCATION,
A BILINGUAL FUTURE**

SCHOOL BUDGET AND FINANCES

The Education Act

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

AN ENGLISH EDUCATION,
A BILINGUAL FUTURE

Process and Composition



Budget Process

TIMELINE

Budget Consultation

**December-
February**

Consultation:

- Governing Boards
- Parents Committee
- Management Associations
- Special Education Advisory Committee(SEAC)

March

- Resource Allocation Committee (RAC)
- Establish Objectives and Principles
- Recommendation to Council of Commissioners



Budget Process

TIMELINE

Budget Building

April

- Establish preliminary allocations to schools and centers

May

- Principals and Directors submit budget to GB
- GB adopts budget and submit to School Board

June

- School Board approves budget
- Council of Commissioners approves Initial Budget



Budget Process

➤ Budget Update

Throughout the school year the initial budget will be revised:

- Confirmation of September 30th enrolment
- Change in needs and priorities
- Modification to funding from MEQ
- Unforeseen events



Composition of a School budget



SCHOOL BUDGET SUMMARY INITIAL BUDGET



Date: 	100
--	-----

ARUNDEL ELEMENTARY SCHOOL	School No. 151
----------------------------------	-----------------------

REVENUE	GL Account	Budget
Allocation from School Board Parameters	XXXXX-915	20,000.00
Noon-Hour Supervision	23230-984	1,000.00
Consumables 12010 / 13010	XXXXX-989	2,000.00
Workbooks 12010 / 13010 / 21200	XXXXX-981	2,000.00
Agendas	23220-982	1,000.00
Others	XXXXX-XXX	
Others	XXXXX-XXX	
TOTAL REVENUE (MUST BALANCE WITH EXPENSES)		26,000.00

EXPENSES	GL Account	Budget
Kindergarten Education	11XXX	5,000.00
Elementary / Secondary Education	12XXX / 13XXX	10,000.00
Special Education	15XXX	5,000.00
School Administration / Printing - Photocopying	21120/21200	500.00
Telephone, Cell, Messenger, Postage	21400	500.00
Multi-Media, Library, Computers	22XXX	1,000.00
Agendas	23220-497	1,000.00
NoonHour Supervision	23230	1,000.00
First Aid Supplies	23XXX	-
Subject Animation (High Schools only)	25861	-
Building Services / Maintenance	6XXXX	1,000.00
Capital Projects	7-68800-XXX	700.00
Governing Board	51130-809	300.00
TOTAL OF EXPENSES		26,000.00

Difference between Revenues and Expenses must be \$0.00	-
---	---

<div style="border: 1px solid black; height: 30px; width: 100%; background-color: yellow; margin-bottom: 5px;"></div> Principal's Signature	<div style="border: 1px solid black; height: 30px; width: 100%; background-color: yellow; margin-bottom: 5px;"></div> Date
--	---

School Budget

1. School Budget Allocations



		Carryforward	
		Accumulated Surplus	Accumulated Deficit
School Operations (ES)	Base: \$10,000 IMSE 1-5: \$27/student (weighted) IMSE 6-9: \$38/student (weighted)	0%	100%
School Operations (HS)	Base: \$15,000 to 20,000 IMSE 1-7: \$46/student (weighted) IMSE 8-9: \$57/student (weighted)	0%	100%
Rentals	Various	0%	100%
Daycare	Various	0%	100%
Capital	ES Base: \$500 + \$9.50/student HS Base: \$1,000 + \$9.50/student	100%	100%
Self-financing activities	Various	0%	100%
Governing Board	Base: \$350 to 1,000 Per Student: \$0.75	0%	100%
School designated funds	Various	100%	100%



School Budget

1.1 School Operations

Fund for the operation of the school

- Consumable materials
- Printing
- Administrative expenses





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)

Self-Financing activities

- 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 Fund

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



SAMPLE RESOLUTION

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 responsible for adopting the school's annual budget as proposed by the Principal;

WHEREAS, in accordance with Section 96.24 of the Education Act, the school budget must maintain a balance between expenditures on the one hand, and the financial resources allocated to the school by the school board and the school's revenues on the other;

MOVED THAT, in accordance with the 20xx-20xx Budget Parameters, the Governing board of XXX School adopt the school budget for the 20xx-20xx school year, as presented by the school Principal, which forecasts revenues of \$_____and expenditures of \$_____;

AND THAT the budget be submitted to the Sir Wilfrid Laurier School Board for final approval.



School Financial Reports



Financial Report

2017-2018 Arundel Elementary - Budget - to June 30, 2018

Revenues from Fees / Parameters / Prior Yrs / Other		Initial budget	Revised Budget	Revenue	Difference
Uncollected Fees - GPI Data	3-12010-885	0.00	0.00	0.00	0.00
Lunch-time supervision	3-23230-905,984	1,000.00	1,500.00	1,000.00	(500.00)
Allocation from School Board	3-12010-915	20,000.00	20,500.00	20,500.00	0.00
Workbooks	3-12010-981	2,000.00	2,000.00	2,709.35	709.35
Consumables	3-12010-989	2,000.00	2,000.00	2,305.00	305.00
Agendas	3-23220-982	1,000.00	1,000.00	280.60	(719.40)
Capital - Digital Resources	7-22223-722	0.00	0.00	0.00	0.00
Other Revenue (Not Budgeted)	991 / 988 / 983, etc	0.00	0.00	0.00	0.00
Total		26,000.00	27,000.00	26,794.95	(205.05)

School Operations		Revised Budget	Excess Fees	Other Revenue	Expenses	Availability
Uncollected Fees	3-12010-885	-	0.00	0.00	0.00	0.00
Lunch-time supervision	3-23230	1,000.00	(500.00)	0.00	900.00	(400.00)
Kindergarten Education	3-11200	5,000.00	0.00	0.00	4,000.00	1,000.00
Elementary Education	3-12010/15220	10,000.00	1,014.35	0.00	7,000.00	4,014.35
School Administration	3-21110-21200	500.00	0.00	0.00	500.00	0.00
Telephone / Messenger / Postage	3-21400	500.00	0.00	0.00	500.00	0.00
*Education Media-Library. Computers, AV	3-22110-121-231	1,000.00	0.00	0.00	900.00	100.00
Agendas	3-23220	1,000.00	(719.40)	0.00	1,000.00	(719.40)
Extra Attendant	3-23437	5,000.00	0.00	0.00	5,000.00	0.00
Student services (first aid)	3-23310-432	-	0.00	0.00	0.00	0.00
Building services	3-62100/63000	1,000.00	0.00	0.00	900.00	100.00
School Operations Net Surplus/Deficit		25,000.00	(205.05)	0.00	20,700.00	4,094.95
Capital (\$7/student)	7-68800	700.00	0.00	0.00	500.00	200.00
Capital - Digital Resources	7-22223-722		0.00	0.00	0.00	0.00
Governing Board	3-51130	300.00	0.00	0.00	200.00	100.00



Financial Report

Other School Related Budgets		School's Contribution	Carry Forward From Prior Year	Current Year Revenue	Real Expenses	Availability
<u>School Activities</u>						
Self-financed Activities	3-79100			5,000.00	4,000.00	1,000.00
School Rentals	3-63100			6,000.00	3,000.00	3,000.00
<u>Measures and Special Allocations</u>						
Wellness	4-23399			1,000.00	900.00	100.00
Homework	4-23198			1,000.00	900.00	100.00
Behaviour Intervention	4-23432			1,000.00	500.00	500.00
Student Teacher Training Support	4-73110			1,000.00	400.00	600.00
Kindergarten Supervision	4-23238			1,000.00	300.00	700.00
Library - 'Read in School' Project	4-22111-407	1,000.00		1,000.00	900.00	1,100.00
Village Schools	4-12010			1,000.00	800.00	200.00
Student Support 30059 IEP Release	4-23436			2,000.00	1,000.00	1,000.00
Multi Level Classes	4-26230-402			2,000.00	500.00	1,500.00
Anti Bullying	4-23216			2,000.00	300.00	1,700.00
Measure 30170	4-23325			2,000.00	200.00	1,800.00
m 15025 Starting Right	4-12050			2,000.00	100.00	1,900.00
M 15510 Small Schools	4-12060			3,000.00	600.00	2,400.00
M 15560 Small Communities	4-12020			3,000.00	2,500.00	500.00
M 15312 Integration EHDA	4-23435			3,000.00	3,000.00	0.00
M 15024 Parents' Activities	4-23322			3,000.00	300.00	2,700.00
M Digital Resources	4-22223			3,000.00	2,000.00	1,000.00
M 15212 Books for Pre-k to Cycle 1	4-22112-402			5,000.00	5,000.00	0.00
School Designated Funds	2-79000		2,000.00	10,000.00	7,500.00	4,500.00

John Smith, Principal

Date



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's Governing Board by the Principal on a regular basis; recommendation of at least 3 times throughout the school year
- The information is a report of the schools' financial situation to date.





Legal Framework

EXTERNAL

The Education
Act

[English EA](#)
[LIP français](#)

Regulation
respecting free
instructional
material and
certain financial
contributions
that may be
required

[Regulation](#)
[Règlement](#)

INTERNAL

Field Trip
Policy and
Procedure

[Policy](#)
[Procedure](#)

[Politique](#)
[Procédure](#)

Policy on
School Fees
Charged to
parents – Youth
Sector

[Policy](#)
[Politique](#)



The Education Act (Youth)

Basic principles: Section 7 of the Act.



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 financial contributions that may be required

EDUCATIONAL SERVICES

For students entitled to free education up to the age of 18, or the age of 21 in the case of handicapped students,* **THE RIGHT TO FREE EDUCATIONAL SERVICES APPLIES TO:**

- **Preschool, Elementary and Secondary Education**
 - Preschool education services
 - Instructional services
 - Complementary educational services
 - Special services (welcoming services, French-language instructional services and schooling in a hospital setting or at home)
- **Vocational Training**
 - Training services (teaching and orientation services)
 - Complementary educational services
- **Adult Education**
 - Training services (teaching and orientation services)
- **Administrative services, such as:**
 - Admission
 - Opening of a file
 - Administration of examinations
 - Training of staff

THE RIGHT TO FREE EDUCATIONAL SERVICES DOES NOT APPLY TO:

- Services provided within the scope of special school projects (Sports-Study, Arts-Study, international education, or concentration- or profile-type 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 scope of the project
 - the school coordination required to allow the carrying out of the project
 - the participation of a coach or other specialist not acting as a teacher in a study program
 - the renting of a sports facility or of premises required for the carrying out of a project
- Activities conducted outside the premises of the educational institution
- Activities conducted with the participation of a person who is not a member of the school board staff and that are similar to activities conducted outside the educational institution

Votre
gouvernement

EDUCATIONAL MATERIALS

For students entitled to free education up to the age of 18, or the age of 21 in the case of handicapped students, enrolled in the youth sector or vocational training, **THE RIGHT TO FREE TEXTBOOKS AND INSTRUCTIONAL MATERIALS APPLIES TO:**

- Textbooks required for the teaching of programs of study
- Instructional materials required within the framework of activity programs and the teaching of programs of study, such as:
 - tools, machine tools, instruments, chemical products and other scientific and technological material
 - balls, raquets, helmets and other physical education equipment
 - paint, pastels, clay and other art supplies
 - reeds for musical wind instruments, flutes and other musical instruments
 - novels and picture books, and reference material such as dictionaries, grammar guides, atlases, guides and encyclopedias, whatever the media
 - photocopied texts, reproductions of copyrighted material such as sheet music and any other reprographic material that replaces or supplements a textbook
 - solid and geometric form kits, counters, base 10 kits, dice, card games and other manipulatives
 - modelling clay, wood, plaster and other similar materials
 - computers, laptops, tablets, technological applications, graphing and other technological tools
 - protective helmets, safety glasses, hairnets and other protective
 - sensory stimulation material intended in particular for students with maladjustments or learning disabilities
- Maintenance of instructional materials

THE FOLLOWING MATERIALS:

- Materials for the organization of the class or the school, such as:
 - bins
 - locker shelves
 - storage boxes
 - tennis balls to be attached to the legs of chairs
- Items to be supplied for health or hygiene reasons, such as:
 - paper tissues
 - wipes
 - cleaning products and disinfecting products for music instrument

* Conditions for students 18 years of age or older are specified in the act

THE RIGHT TO FREE MATERIALS DOES NOT APPLY TO:

- Documents in which students write, draw or cut out
- Materials for personal use, such as:
 - school supplies (e.g. pencils, erasers, day planners)
 - material for personal organization (e.g. pencil cases, school bags)
 - clothing items (e.g. school uniforms, physical education clothing)
- The following materials:
 - activity or exercise books or reprographic material replacing or supplementing an activity or exercise book, including those on a medium based on information technology
 - notebooks, pads of paper, pocket folders, binders and separators
 - standard calculators and scientific calculators
 - memory sticks

AIDE-MÉMOIRE

Gratuité scolaire et contributions financières pouvant être exigées

SERVICES ÉDUCATIFS

LE DROIT À LA GRATUITÉ DES SERVICES ÉDUCATIFS S'APPLIQUE (pour les élèves visés âgés de 18 ans et moins ou 21 ans et moins dans le cas des personnes handicapées)* :

- À l'éducation préscolaire, à l'enseignement primaire et à l'enseignement secondaire
 - Services d'éducation préscolaire
 - Services d'enseignement
 - Services éducatifs complémentaires
 - Services particuliers (accueil et soutien à l'apprentissage de la langue française et enseignement en milieu hospitalier ou à domicile)
- En formation professionnelle
 - Services de formation (enseignement et aide à la démarche de formation)
 - Services éducatifs complémentaires
- À l'éducation des adultes
 - Services de formation (enseignement et aide à la démarche de formation)
- Aux services de nature administrative, tels :
 - la sélection
 - l'ouverture de dossier
 - l'administration d'épreuves
 - la formation du personnel

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

- Aux services dispensés dans le cadre des projets pédagogiques particuliers (Sport-études, Arts-études, Éducation internationale, Concentration et Profil) :
- L'accréditation par une organisation externe requise pour la réalisation du projet
- La délivrance à l'élève d'une attestation par une organisation externe dans le cadre du projet
- La coordination pédagogique requise pour permettre la réalisation du projet
- La participation d'un entraîneur ou d'un spécialiste n'agissant pas à titre d'enseignant d'un programme d'études
- La location d'une installation sportive ou d'un local requis pour la réalisation du projet
- Aux activités se déroulant en dehors des lieux de l'établissement
- Aux activités faisant appel à la participation d'une personne qui ne fait pas partie du personnel de la commission scolaire et d'appartenant aux activités se déroulant en dehors des lieux de l'établissement

Votre
gouvernement

MATÉRIEL SCOLAIRE

LE DROIT À LA GRATUITÉ DES MANUELS SCOLAIRES ET DU MATÉRIEL DIDACTIQUE S'APPLIQUE (pour les élèves visés âgés de 18 ans et moins ou 21 ans et moins dans le cas des personnes handicapées et inscrits au secteur des jeunes ou en formation professionnelle) :

- Aux manuels scolaires requis pour l'enseignement des programmes d'études
- Au matériel didactique requis pour l'application des programmes d'activités et pour l'enseignement des programmes d'études, tel :
 - Les outils, les machines-outils, les instruments, les produits chimiques et autre matériel scientifique et technologique
 - Les ballons, les balles, les raquettes, les casques et autres articles d'éducation physique
 - La peinture, les pastels, l'argile et autres articles d'arts plastiques
 - Les anches pour instrument de musique à vent, les flûtes et autres instruments de musique
 - Les romans et les albums ainsi que les ouvrages de référence tels les dictionnaires, les grammaires, les atlas, les guides et les encyclopédies, quels qu'en soient les supports
 - Les textes photocopiés, les reproductions soumises à des droits d'auteurs tels les partitions et tout autre matériel reprographique qui remplace ou complète un manuel scolaire
 - Les ensembles de solides et de formes géométriques, les jetons, les ensembles de base 10, les dés, les jeux de cartes et autre matériel de manipulation
 - La pâte à modeler, le bois, le plâtre et autres matériaux similaires
 - Les ordinateurs, les portables, les tablettes, les applications technologiques, les calculatrices à affichage graphique, les écouteurs et autres outils technologiques
 - Les casques de protection, les lunettes de sécurité, les filets à cheville et autres articles de protection
 - Le matériel de stimulation sensorielle destiné notamment aux élèves handicapés et aux élèves en difficulté d'adaptation ou d'apprentissage

À l'entretien du matériel didactique

- Au matériel suivant :
 - Le matériel facilitant l'organisation de la classe ou de l'école tel :
 - les bacs
 - les tablettes pour casier
 - les caisses de rangement
 - les balles de tennis à fixer aux pattes des chaises
 - Les articles devant être fournis pour des raisons de santé, d'hygiène ou de salubrité tels :
 - les mouchoirs
 - les lingettes
 - les produits nettoyants et les produits désinfectants utilisés notamment pour les instruments de musique

LE DROIT À LA GRATUITÉ NE S'APPLIQUE PAS :

- Aux documents dans lesquels l'élève écrit, dessine ou découpe
- Au matériel d'usage personnel, tel :
 - Les fournitures scolaires, tels les crayons, gommes à effacer et agendas
 - Le matériel d'organisation personnelle, tels les étuis à crayons et sacs d'école
 - Les articles relevant de la tenue vestimentaire, tels les uniformes scolaires et vêtements d'éducation physique
- Au matériel suivant :
 - Les cahiers d'activités ou d'exercices et le matériel reprographique qui remplace ou complète un cahier d'activités ou d'exercices, y compris ceux sur un support faisant appel aux technologies de l'information
 - Les cahiers de notes, les tablettes de papier, les pochettes, les reliures et les algèbres
 - Les calculatrices de base et les calculatrices scientifiques
 - Les clés USB
 - Les règles, les rapporteurs d'angles, les équerres, les compas et autres outils de géométrie
 - Les surligneurs, les portables, les tablettes, les stylos, les crayons de couleur, les balles-crayons, les ciseaux et la colle
 - Les souteurs de course, les vêtements et souliers de danse, les sarraus, les tablettes ou chemises pour protéger les vêtements
 - Les uniformes, les bottes et autres vêtements requis pour la formation professionnelle
 - Les serviettes et couvertures pour les périodes de repos
 - Les cadenas
- Au matériel spécialisé spécifiquement requis pour la réalisation d'un projet pédagogique particulier ni à l'entretien de ce matériel.

* Des conditions sont précisées aux régimes pédagogiques pour les élèves de 18 ans et plus.

Memory Aid
Aide-mémoire

Québec

Governing Board's Responsibilities

Section 75.0.1 of the Education Act

GB is responsible for approving **any financial contribution**, proposed by the Principal, for:

- services provided within the scope of **special school project** or **activities** determined by the Regulation.
- documents in which students **write, draw or** material for **personal use**.
- **supervision** costs.



Governing Board's Responsibilities (Youth and VT)

Section 77.1 of the Education Act

- To establish the **principles** for determining the cost of the documents in which students write, draw or cut out and the material for personal use (based on the Principal's proposal).
- Approve the list proposed by the Principal (which is developed in collaboration with the teachers) of the material used for personal use (**school supplies**).
- When establishing principles or approving the school supply list, the GB must take into consideration the school's boards policy on school fees and the other financial contributions that may be claimed for childcare, transportation and lunch time supervision.



EXAMPLE of principles for School Fees CHARGED TO PARENTS

Note that the limits established by the SWLSB Policy need to be respected at the base. The ideas below are only examples of principles.

PRINCIPLES:

- The amount of fees charged should be the same for all classes of the same level or for similar programs in the same school;
- The pricing reflects the actual costs;
- Workbooks, teacher-created materials and other consumables will be itemized and not exceed \$____; (SWLSB Policy states maximums for each level – please consult the policy and respect these maximums)
- Costs will be kept as low as possible;
- Consistency in costs across grades;
- The fee of the agenda will be a maximum of \$____;



Sample TIMELINE

MONTH	WHAT
MARCH-APRIL	<ul style="list-style-type: none">GB establishes the principles for determining the cost of the documents on which students write, draw or cut. (EAs. 77.1 and 110.3.2)
MARCH-APRIL	<ul style="list-style-type: none">The Principal consults the GB on the choice of textbooks and instructional /didactic materials. (EAs. 96.15 (3))GB approves the list of pencils, paper, crayons and other items of similar nature. (EAs. 77.1)GB approves the school fees charged to parents for workbooks, agendas, supervision fees and transportation if applicable.
APRIL-MAY	<ul style="list-style-type: none">Principal prepares the student invoices and submits to the head office for approval prior to sending to parents.GB adopts the proposed budget, taking into account the fees charged to parents (EAs. 96.24 and 110.13)
JUNE/JULY/AUGUST	<ul style="list-style-type: none">Transmission of invoices to parents

School Fee Policy – Youth Sector

Scope

- This [policy](#) applies to the financial contributions charged to SWLSB parents in the **preschool, elementary and secondary** sectors.

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 costs** of items
- No financial contribution may be requested for a service, an activity or material that can be financed by the MEQ
- Additional financial **donations 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**
 - Due to differences in size and physical organization, each school shall determine a ratio based on their own specific needs and particular circumstances.
- Fees may only be charged to students **who stay at school during** noon-hour.

School Fee Policy – ACTIVITIES

Fees may be charged for activities:

Held off school grounds

Offered with the participation of external service providers

- Parents must be provided with the **reason** and the **details of the costs**.
- Fees must be kept to a minimum, be reasonable and **reflect the actual costs**
- The [Field Trip Policy](#) must be respected.
- The school must ensure that no student who demonstrates interest in an educational activity **be excluded because of a lack of funds**.



School Fee Policy - Special Projects

Fees may be charged for services provided within the scope of special school 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 scope of the project
- the **school coordination required** to allow the carrying out of the project
- the **participation of a coach or other specialist** not acting as a teacher in a study program
- the **renting of a sports facility or of premises** required for the carrying out of a 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 receipted in full where there has been no consideration given to the donor in any form.
- **Donations of Goods:** The school board may issue a tax receipt for donated goods provided 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 child can attend a field trip or other activity.

ADDITIONAL RESOURCES PROVIDED BY THE MEQ

**GRATUITÉ SCOLAIRE ET CONTRIBUTIONS FINANCIÈRES
POUVANT ÊTRE EXIGÉES – FICHE THÉMATIQUE (IN FRENCH
ONLY)**

**LE BUDGET ANNUEL DE L'ÉCOLE OU DU CENTRE – FICHE
THÉMATIQUE (IN FRENCH ONLY)**

LES FRAIS SCOLAIRE – VIDÉO (IN FRENCH ONLY)

**LE BUDGET ANNUEL DE L'ÉCOLE OU DU CENTRE – VIDÉO (IN
FRENCH ONLY)**



Questions?



Annex 1

Dedicated and protected measures (Youth)

Measure	Allocated
11024 EDUC MATERIAL 4YO	22,000
30017 DAYCARE PREP. TIME	37,461
15001 MINIMUM SERVICE TO STUDENTS	153,644
15011 AGIR AUTREMENT	289,942
15012 SOCIAL SOLIDARITY	409,971
15014 SECONDARY AIDE	65,161
15015 READING AND WRITING	355,046
15021 CONSOLIDATION OF LEARNINGS	1,119,101
15022 WELLBEING AT SCHOOL	261,443
15023 ON THE MOVE	128,309
15024 PARENTS ACTIVITIES	54,312
15025 MINIMUM SERVICE TO SCHOOLS	5,131,245

Measure	Allocated
15028 EXTRA CURRICULAR ACTIVITIES	1,676,537
15029 LIVE ANIMATED ANS SAFE SCHOOL	205,762
15031 ANTI-BULLYING	72,012
15103 READ IN SCHOOL	182,182
15104 BOOKS FOR YOUTH	8,223
15186 SCHOOL OUTINGS	414,781
15200 CPR TRAINING SECONDARY III STUDENTS	8,665
15230 ACCESSIBLE AND INSPIRING SCHOOL	630,776
15312 INTEGRATION EHDA	150,355
15540 VILLAGE SCHOOL	58,504
15560 SMALL COMMUNITIES	19,028
18014 CAPITAL FUND FOR MEASURES	1333,309



The End