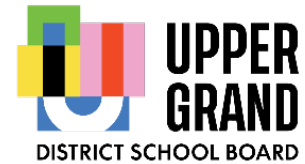


Allowable Expenditures Policy 708



Category: Finance
Administered by: Chief Financial Officer
First adopted: June 2013
Revision History:
Next Review: 2018 – 2019 School Year

1. Policy Statement

It is the policy of the Upper Grand District School Board to protect the interests of taxpayers by demonstrating effective oversight of public resources. The Board is committed to accountability and transparency in the use of public funds, and to providing value for money. All expenditures shall support the annual operational plan of the Board and be made in a responsible, efficient and effective manner and in compliance with all Board policies.

2. Details

- 2.1 It is the responsibility of the Chief Financial Officer to administer this policy.
- 2.2 This policy applies to all Trustees, staff, Board committees, including the Special Education Advisory Committee (SEAC), the Parent Involvement Committee (PIC), School Councils, the Upper Grand Student Senate, school-based student government groups and others who spend the money of the Board, including School Generated Funds.
- 2.3 It is the responsibility of each Senior Administrator, Principal, and Department Manager/Supervisor to implement this policy.
- 2.4 It is the responsibility of each Senior Administrator, Principal, and Department Manager/Supervisor to review this policy with staff, including new staff, and all Trustees, Board committees and student government groups who spend the money of the Board, including School Generated Funds.
- 2.5 Violations of this policy may be brought to the attention of the appropriate Supervisor/Manager, Superintendent or the Director of Education and may result in disciplinary action.

3. References

This policy operates in conjunction with all appropriate Federal, Provincial and

Municipal legislation, regulations, directives, standards and Board policies including:

- The Education Act and Regulations
- Broader Public Sector Expenses Directive, Management Board of Cabinet, April 2011
- Broader Public Sector Procurement Directive, Management Board of Cabinet, April 2011
- Broader Public Sector Perquisites Directive, Management Board of Cabinet, August 2011
- Fundraising Guideline, Ministry of Education, 2012
- Policy #102 School Generated Funds and the School Generated Funds Handbook
- Policy #103 Trustee Code of Conduct
- Policy #302 Purchasing and the Purchasing Handbook
- Policy #308 Selection of Architects
- Policy #309 Construction Projects, Approvals and Reporting
- Policy #316 Records and Information Management and the Records Management Manual
- Policy #317 Fees for Learning Materials and Activities
- Policy #418 Employee Ethics
- Policy #701 Reimbursement of Employee Expenses and the Reimbursement of Expenses Handbook
- Policy #706 Corporate Credit Card and the Corporate Credit Card Handbook
- Policy #707 Reimbursement of Trustee Expenses and the Reimbursement of Expenses Handbook