

Council Spending Guidelines 2010-2011

1. All requests for funds must be submitted directly to Castor Valley Elementary School Council using the approved "[Request for Funds Form](#)" via the CVESC mailbox in the school office. For consideration at the Fall 2010 Ad Hoc Finance Committee Meeting, forms must be submitted by September 30, 2010. Forms are available in the school office or through the Council website www.castorvalley.ca. Individuals who submit requests are encouraged to speak directly to any Council member about their request in advance of the Fall 2010 Ad Hoc Finance Meeting.
2. The date of the Fall 2010 Ad Hoc Finance Meeting will be publicized clearly in the Council newsletter and will take place prior to the November CVESC meeting. An invitation to this meeting will go out to all parents and staff members of Castor Valley Elementary School approximately one to two weeks prior to the meeting.
3. The initial task of the Ad Hoc Finance Committee will be to set a specific dollar amount for the Teacher Honorariums, the School Council Administration Fund, and an Emergency/Slush Fund (the last one not being in excess of \$1,000.00). These three Funds will not be subject to submission of a "Request for Funds Form".
4. All requests for funds should meet the following criteria:
 - a) Each "Request for Funds Form" must be specific and contain all the required information for the individual item(s) being requested;
 - b) Requests for items should reflect a reasonable cost per student;
 - c) Although all requests will be reviewed and considered, it is preferred that items requested be for things that have a lasting effect on the school;
 - d) Requests should not to exceed a value of \$4,000. Larger dollar value requests will be presented directly to the CVESC for consideration and discussion of funding.
5. The Ad Hoc Finance Committee will prepare a prioritized list of all the requests for funds and present it to the CVESC. An estimate of the projected funds that will be available for disbursement will be given by the Treasurer prior to the allocation. Funds will be allocated based on a vote of the CVESC. An attempt will be made to represent an equitable distribution between the Primary, Junior and Intermediate divisions.
6. Receipts for purchases of approved funding requests must be submitted to CVESC within three months of the approval date or the monies may be reallocated.
7. CVESC can write cheques directly to a supplier upon receipt of an invoice. This will prevent individuals from being required to pay for approved items with their own funds.
8. The "Request for Funds Form" will be available in the school office all year. Requests submitted at other times of the year will be reviewed by the Ad Hoc Finance Committee at their next scheduled meeting. If time is of the essence the request may be presented directly at the next CVESC meeting.