

St. Gregory Catholic School

CSPC Annual Budget Process Guidelines

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Background

While the primary objective of CSPC is to ***"to improve pupil achievement and to enhance the accountability of the education system to parents, through the active participation of parents"*** (CSPC Constitution); fundraising efforts have become integral to sustaining programs/activities valued by the school community and not funded through traditional school resources.

In previous years, CSPC successfully organized multiple, large annual fundraising events e.g. QSP Magazine Program, Bi-weekly Pizza Lunch, Spring Dance-a-Thon etc., generating sufficient funds to cover the cost of planned programs/activities, at times leaving a surplus of funds for following year.

In addition, CSPC has engaged in 'special project fundraising' to support larger items with a longer term (beyond in-year) benefit e.g. playground upgrades, air conditioning, LCD projectors etc. Dedicated sub-committees have generally been established to support these efforts.

Along with the TCDSB "fundraising in schools" policy; funding approval considerations, a funding prioritization grid and general budgeting guidelines have been established to ensure funds are appropriately and equitably allocated.

TCDSB Policy S.M.04 : Funds raised *shall not* be used to purchase textbooks, learning materials and resources for regular classroom programs which would *normally be funded through Board and school-based budgets*

Funding Approval Considerations

The following considerations are recommended when evaluating and ranking budget/funding requests:

- ✓ Directly supports student learning and achievement in numeracy and/or literacy
- ✓ Supports the SLIP (School Learning Improvement Plan) and long term goals established for the school
- ✓ Supports and teaches Catholic values and faith development and/or benefits the Catholic school system
- ✓ Reinforces the school safety code (anti-bullying, appropriate code of conduct) and/or allay any security concerns that may exist at the school
- ✓ Teaches and develops student learning and leadership skills
- ✓ Uses arts, drama, music and differential methods to deliver the curriculum
- ✓ Supports and celebrates innovation and excellence in our students in all areas of the curriculum including numeracy, literacy, arts, drama, music and physical education
- ✓ Supports and celebrates teacher initiative, innovation and excellence
- ✓ Improves parent involvement and communication

Budget Prioritization Grid

Highest priority is generally given to funding requests meeting overall school goals and serving the largest amount of students-across all grade levels.

Priority	Group	Type	Examples
1	Entire School	Address the school learning improvement plan (SLIP	Curriculum presentations or programs
		Teacher allocations	Miscellaneous expenses
		Presentations in gymnasium and/or in every class	Scientist in the School, Drama or French Presentations etc.
		Groups that every student will be in over their career at the school.	Support for Sacraments, Graduation, etc.
		Items that will have multi-year benefit to the school	Materials, skill sets, etc.
		CSAC initiated special projects in consultation with staff	
2	Entire Category or Grade	Primary, Junior or Intermediate	
3	Large Group	High participation activities from several grade levels	Intramural sports, cross country
4	Medium Group or "Club/Team"	Larger than typical class	Book Club, hockey and swimming teams- multiple age categories
5	Small Group or "Club/Team"	Smaller than a typical class that draws from several grade levels	Chess Club, smaller teams i.e. volleyball, baseball, etc.
6	Other	Miscellaneous – including class specific requests	Miscellaneous – including class specific requests

Note: Effort should be made to allot funds equitably across all grades and all areas of the curriculum. To that end, CSPC may need to fund several Priority 3 - 6 activities to balance a smaller number of Priority 1 -2 activities.

Budget Guidelines

- ✓ **Aim to spend majority of revenue in-year which funds are raised.**
Except proposed float amount for next school year.
- ✓ **Maintain low/minimal council expenses e.g. service fees etc.**
- ✓ **Suggested year-end cash float of \$3M-\$5M for following school year.**
Supports funding of events/projects early in the school year.
- ✓ **Multi-year, large-scale projects to be socialized in the community and have dedicated fundraising efforts.**
CSPC may provide seed funding from in-year funds to initiate project.
- ✓ **Provide support for school community needs, including student financial assistance.**
Where/when needed for trips or other activities.
- ✓ **Parent Involvement Grants received from the province are to be allocated to parent activities, presentations etc.**
- ✓ **Ad hoc, in-year funding requests will be subject to availability of funds.**
Same evaluation criteria will be applied as requests received at the time budget preparation.
- ✓ **TCDSB generally does not support CSPC funding of facility or other capital type requests.**
CSPC may identify the need to raise funds for these types of projects-funds raised for specific projects should be allocated to that project and their successful completion should be reported on.
- ✓ **Community building efforts should be self-financing and not intended as fundraisers.**
E.g. Annual BBQ, Milk Program, skating party, parent involvement etc.
- ✓ **Teacher Allocations paid to teachers once receipts are supplied for goods/services that enhance their classroom learning.**
Receipts are to be submitted to the CSAC Treasurer by May 1st every school year for reimbursement up to the maximum stipulated in the budget.

Budget Process & Scheduling

The following CSPC budget process & scheduling is recommended to support meeting the needs and goals of the school and allow for funds to be used as early in the school year as possible.

Timing	Activity
April	Principal canvasses staff for budget ideas and agreement about major directions the school will take in the following school year.
May	Pre-Budget Planning: Budget Subcommittee reviews current SLIP and long term goals, discusses long term goals and plans for the school. Parent and staff input on possible budget ideas. Written record of discussion is prepared for the following year's CSAC to review.
September	Principal collects staff requests for Budget and gives them to the new Budget Subcommittee Chair after the AGM for review.
At AGM	Previous Budget Subcommittee Chair presents results of May pre-budget planning discussions.
At AGM/1 st CSAC Meeting	Appoint a new Budget Subcommittee Chair
Early October	Budget Chair consults: <ul style="list-style-type: none"> - with CSAC Treasurer on previous year's budget performance - with CSAC Treasurer to estimate available funds for school year - with Principal regarding desired budget items Budget Chair prepares skeleton budget with recurring items in preparation for Budget Subcommittee meeting
October Subcommittee Meeting	Review results of May pre-budget discussions and skeleton budget Prepares and agrees on a proposed budget
October CSAC Meeting	Approve proposed budget

Recommended Budget Items (recurring)

The following have been recurring CSPC budget items and are recommended/expected by the school community to continue in the future (funds permitting):

1. Teacher Allocations

- \$150 per teacher. Includes all F/T teachers, Core French teachers, P/T French teachers, Extended French classroom teachers, Specialty Program teachers, Teacher/Librarian and Other specialty teachers e.g. Music, etc..
- Past practice has been to pro-rate the Teacher Allocation amount based on the amount of time the teacher spends in the school. F/T teachers received 100% of the \$150 while P/T teachers (music, FSL, etc.) received an amount equivalent to the time they are at the school on a weekly basis.

2. In-Class Presentations

- Scientist in the School. Aim to have 2 per year, per class (first payment due in September). In 2013-2014 year it was decreased to 1 due to limited CSPC funds in September to support 2 times)

3. Sacraments Celebrations:

- Students receiving their First Communion or Confirmation had a sacramental luncheon.

4. Staff Appreciation Luncheon

5. Book Club Books

- several dozen children involved, books stay in the library after the Book Club finishes)

6. CSAC Council Expenses (Banking and miscellaneous)

7. Graduation Celebrations

- Kindergarten (cake, cookies and drinks) and Grade 8 (commemorative gifts, dance and family reception.

8. Funding the up front costs of fund-raising activities

- Costs of Prizes for Dance-a-Thon
- Other miscellaneous event costs (e.g. DJ, refreshments, etc.)

9. Parent Involvement Activities (may be dependent on provincial grants)

10. Annual replenishment of rainy day recess games and materials

Recommended Budget Items (recurring)

continued

The following may recur annually or have varying requirements-items to consider when developing the annual budget:

- The Arts
- Choir, Band and Visual Arts as extra circular (no Choir for 2013-2015 year)
- Writers/Drama/Music etc.
- Special Presentations
- Volleyball, swimming, hockey, baseball, etc. teams attract a lot of interest. Support for these teams may become an annual activity.
- Sports Miscellaneous
- Financial Assistance (varying amounts)
- Other (e.g. new playground line painting, sports equipment, etc.)
- Gifts (e.g. donating books to library in the name of retirees, etc.)
- Donations – Although CSPC does not usually make donations directly to charities or other worthy causes it does enthusiastically support charitable efforts or projects in the school and may provide assistance to these activities.
- CSAC projects or items
- Short term projects that are aligned with SLIP
- Current portion of longer term projects-generally funded by separate fundraising efforts, e.g. new playground, LCD projectors, etc.
- Seed funding to get larger projects started