

TORONTO CATHOLIC DISTRICT SCHOOL BOARD

Extract from 'Guidelines to Principals for Non-School Block Funds

(Education Council - November 30, 2005)

8. In deciding what the money is spent on, the school should ensure that any expenditures are consistent with the Board's Mission, Vision, Goals, Targets or local school priorities.

Following is a list of possible uses and restrictions for these funds. Check with your School Superintendent if you are unsure in regards to use of these funds for a specific purpose not covered in the following:

ALLOWABLE	RESTRICTIONS
Student subsidies for trips, rental of gowns, retreats	Out of school parties for staff
Gifts for pastor, office helpers, and volunteers	Hospitality for staff meetings
Rental of equipment for concerts	Pre-printed materials available through SAP
Mass expenses, flowers, offertory gifts	Principal Professional Membership fees
Special office supplies - certificates, decorative paper	Principal/Vice Principal Conference fees
Staffroom needs	Textbooks
Tournament entry fees, referee costs	
Special presentation, e.g. Scientist in School	
Interpreter honoraria	
Buses for athletic/artistic events	
Taxis for student/staff emergency	
Parking costs relating to meetings for the school community	
Staff incentives (buttons, thank you cards)	
Reimbursing teachers and/or support staff for decorations (or the class incentives stickers)	
Support material, (C.D.'s, resource documents)	
Immediate cash needs for items that will later be reimbursed	
Canada Post costs for school communications	
Student incentives and recognition, e.g. Birthday treats	
Professional staff development activity costs	
Printing costs of student newspaper	
Occasional teachers for coverage of Board approved field trips, athletic activities, and educational activities. (With Superintendent's approval)	
Laptops/Desktops/Peripherals and associated furniture	
Digital video projectors	
General Office Furniture	
Sports/Playground equipment	