



GRANT MONIES REPORTING

PURPOSE

The school has a responsibility to account for the use of grant money for which it has successfully applied.

GUIDELINES FOR IMPLEMENTATION

- Where grants are small one off grants, the staff member responsible for the project, will prepare a report for the Finance Committee and School Council at the conclusion of the project.
- Where grants are of an ongoing nature or substantial amounts of money, the staff member responsible for the project will prepare a report for the Finance Committee and School Council, once a term.
- The report will outline the progress of the project and the ways in which allocated funds have been spent.
- At the conclusion of any project, the report will incorporate a review of the success of the project, including financial considerations. It should also include possible future directions.

EVALUATION

This policy will be reviewed as part of the school's regular review cycle.

Adopted by School Council – July 2011