



December 13, 2018

Dear SAC Chair:

I am pleased to let you know that SAC funding grants will be sent to schools on **Dec 14, 2018** from HRCE. The funds will be sent via electronic funds transfer to the school bank account. A category has been set up in each school's SchoolCash called **SAC Grants**. The funds must be deposited to this category. At this time, SACs will be receiving 70% of the funds allocated for 2018-19 school year. These funds must be spent by **March 31, 2019**. The balance will be sent to schools after April 1, 2019.

Information regarding the use of the grants is attached for your reference. Also attached is the claim form for reimbursement from SAC funds. This form must be used for all reimbursement from SAC funds and must be signed by the SAC member submitting the claim, the SAC chair and the principal. In keeping with [Accounting for School Based Funds Policy](#) all reimbursements must be supported with proper receipts and signed by the principal. The backup for all reimbursement must be kept at the school in the monthly file.

The attached form will also be used to reimburse non-employees for mileage. Employees claiming mileage for SAC meetings must be reimbursed through the normal HRCE practice and cannot be paid from the school bank account.

If you have questions, please speak to your school principal.

Thank you,

*Susan Tomie*

Director, School Administration