

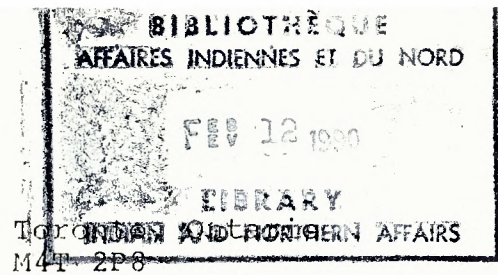
BUDGET ANALYSIS AND DEVELOPMENT
PROCESS-EDUCATION, ONTARIO

E96.65
.05
B84



Indian and
Northern Affairs

Affaires indiennes
et du Nord



February 3, 1979

District Managers and
District Superintendents
of Education

Trans: 4/2/79

Can file reference: 401/16-1-7 (E)

Budget Analysis and Development
Process - Education, Ontario

Over the past two years we have been working toward a total package to serve the region. This process is to be applied in full for the 1979-80 fiscal year. It should assist band and district offices in understanding the unit buildup of their budgets and provide a clearer understanding of the purposes for which funds are provided as well as identify justifications and expenditures which lead to increased or decreased spending.

The Basic Procedural Guidelines, Education, Ontario Region introduced two years ago should be considered an integral part of this package for administrative purposes, even though they are not actually a part of the process itself. This document is now available at the draft 4 stage with changes being introduced in the post secondary area, leading to draft 5. The wording of draft 4 has been adjusted to coincide with parts of the Budget Analysis and Development Process package. As you are aware this document has been reviewed, altered and refined over the past two years. This process will continue.

The "Transfer Model" just completed in January should also serve as an introduction to the Bands' usage of the Accountable Contribution to Bands program. Districts and Bands will apply the terms and conditions of the transfer model to develop the plans and action steps prior to accepting additional programs.

.../2

The Budget Analysis and Development Process utilizes several forms to assist bands and districts. The contribution's agreement has resulted from a variety of formats used in the districts being refined into a more general format which can be applied to various programs. It has already been reviewed with local government for use in their program as well as ours. The band and district budget preparation forms are an outgrowth of district budget justification forms introduced last year. The package also includes an instruction memo on the cash flow of post secondary accountable contributions to bands which is to be implemented across the region.

We are asking that forms for budget justification in both the band and district sections be completed even though funds are not available in the 1979-80 fiscal year. The signature of band officials could be omitted at this stage. We are requesting this action for the following reasons:

- 1) the band will be aware of what they could get if funds become available/ and the sheet would then require only band signatures
- 2) district and region would be aware of the amounts needed if funds become available
- 3) documented justification for supplementary funding would be available

All documents have been reviewed and some alterations made from previous drafts to ensure complete adherence to D circulars and Treasury Board circulars and minutes such as Circular 1977-50. The band variance report has been altered to a monthly report to coincide with the above circular and it has the support of regional B.F.A.'s. D circulars require a tuition agreement before funds can be transferred to Bands.

Our most recent review included H.Q. representation, who were very impressed with our efforts and indicated we may be far in advance of other regions and very much in line with efforts being pursued by those involved in the zero A base budget projects. Please ensure that we are advised on a continuing basis of recommendations to improve the documents and any concerns regarding the 'rate schedules' should be raised as early as possible.

By implementing this process in full for 1979-80 we will ensure an equitable distribution to all bands and districts across this region and have documented support for budget requirements set on actual units and rates.



G.A. Mullin
Director of Education
Ontario Region

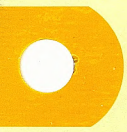


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Education, Ontario Region



TRANSFER MODEL

LOCAL CONTROL

(EDUCATION)

ASSUMPTION

The Band currently is not administering the program.

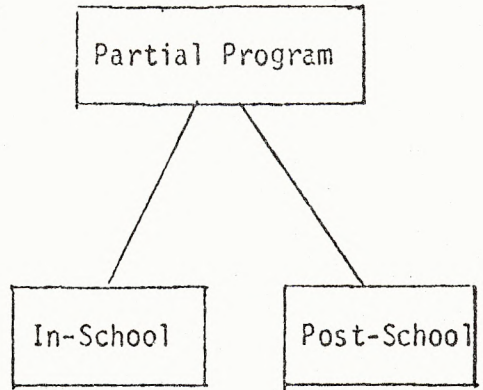
The Department of Indian and Inuit Affairs has been advised by the Band, at least eighteen (18) months prior to intent of take over and not later than October 1, that the Band plans to take over the program. This is necessary to satisfy Vote control in the five (5) year forecast.

In some instances, it may be possible for the Department to reduce the lead time required for changes in Vote control.

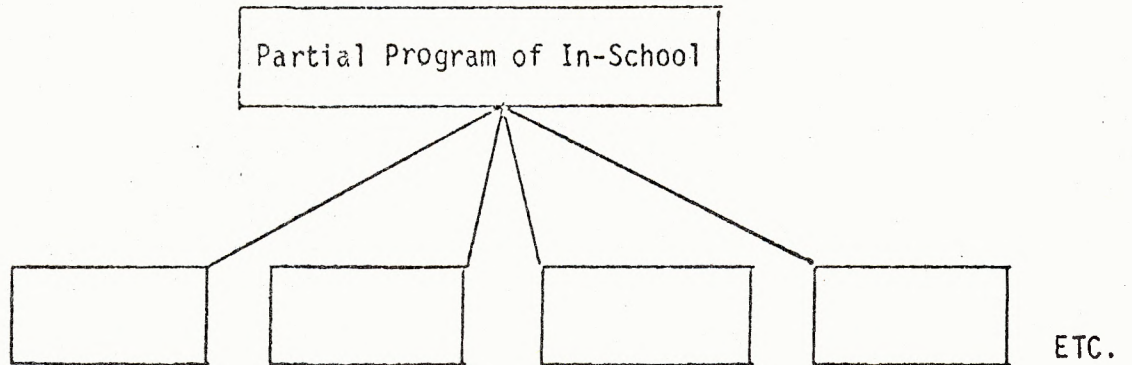
Band Prepares to Takeover Education
(Local Control)

1. Total Education Program

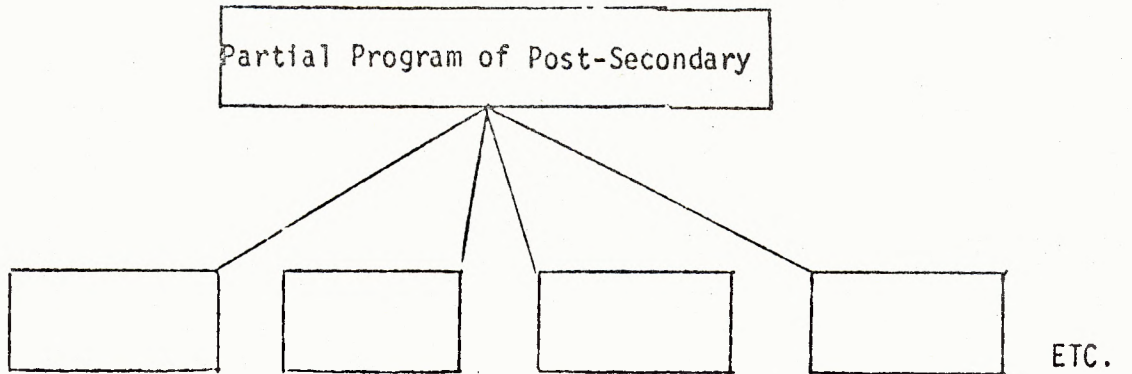
2.



3. a)



b)



Program Circulars

- E1 - Education Policy Guidelines meaning & purpose
 - E2 - Staffing of teachers to teacher aides - Federal Schools.
 - E3 - Conditions & Procedures for transfer Education Programs to Band Council Control.
 - E4 - Department's Interpretation of Local Control of Education
 - E5 - Native Language Program
 - E6 - Department of Education Staff and Band Council Control
 - E7 - Enrichment of School Curriculum
 - E9 - Daily Transport of Pupils
 - E10- Education Studies Program
 - E12- Post Secondary Education Assistance Program
-
- D1 - Indian Local Government
 - D2 - District Council
 - D3 - Band Council Funding
 - D4 - Band Operated Local Services

In addition, Program Circular Number E1 Education Policy

PROCESS

- A. Band presents formal request by B.C.R. 12 months prior to target date.
- B. B.C.R. to district - Regional Office and Local Government.
- C. Formal Memorandum of Agreement to be signed seven months prior to target date.
- D. Third party agreement.

	Method of Transfer	Process	Reference
<u>2310 - Instruction in Federal Schools</u> Principals, teachers and classroom assistants salaries, travel and removal expenses, freight materials supplies, equipment, telephone and other requirements for Federal Classroom instruction and school administration.	DIA Staff Memorandum of involved Agreement — beginning of school year No staff Memorandum of involved Agreement	A.B.C.	D-4, Circular & E-2, E-3, Ed. Agreement
<u>2320 - Inspection</u> Purchasing school inspection services from county Boards of Education plus specialist services as requested by Band Councils and subject to available from Boards of Education.	Memorandum of Agreement	A.B.C.	Circular D-4, E-3
<u>2330 - School Facilities</u> Salaries for janitors, minor repairs, public utilities, fuel, freight, travel expenses for personnel, rental of buildings and equipment, materials and supplies for Federal school maintenance.	DIA Staff involved _____ No Staff involved	Memorandum of Agreement	A.B.C.
<u>2340 - School Committees</u> Grants through accountable contributions for Education committees to cover the cost of their transportation, professional and special services, materials and supplies, in accordance with Education committees guidelines and based on reserve population. Maximum funding not to exceed \$2,000.00. Additional funding is available to cover above-noted costs for area education councils with the view that these councils will eventually become the administrative nucleus and will eventually deliver various aspects of the Education program.	Approved B.C.R.	B.	Circular D-4

Method of
Transfer

Process

Reference

2360 - Curriculum Enrichment

Funding is normally available in an amount approximately \$30.00 per pupil and is utilized to develop programs and materials related to Indian studies and Indian language. Additional funding is available to develop training programs and materials for classroom instruction in the Indian language.

Memorandum of
Agreement

B.C.

Circulars D-
E-3, E-7

2410 - Instruction in Non-Federal Schools

Tuition and classroom supplies for elementary and secondary Indian students registered in Provincial schools where instruction is not available on the home reserve.

Memorandum of
Agreement

A.B.C.
D

Circulars E-
E-4

2420 - Guidance

Counsellors' salaries, travel and removal expenses, postage, telephone, professional and special services, materials and office supplies relating to the delivery of counsellors' services plus funding agreements for purchasing counselling services from County Boards of Education. Salaries, travel, telephone and materials for Band employed counsellor technicians is also charged to this sub-activity.

DIA Staff
involved

No Staff
involved

Memorandum of
Agreement

A.B.C.
D if service
of board
counselling
purchase.

Circulars E-
D-4

2520 - Maintenance of Pupils in Private Homes

Expenditures relating to room and board for status Indian students for whom application for educational assistance has been approved by the District Manager. This program normally provides assistance to Indian high school students who cannot commute daily from their homes and for elementary students for whom instruction is not available in their home communities and the nearest provincial school
..... Cont'd/3

Memorandum of
Agreements

A.B.C.

Circulars E-3
D-4

	Method of Transfer	Process	Reference
<p><u>2520 - Maintenance of Pupils in Private Homes...Cont'd</u></p> <p>is not readily accessible by daily transportation. The cost of special services including schools for the deaf and the blind is also charged to this program.</p>			
<p><u>2530 - Mid-Day Lunches</u></p> <p>Elementary and secondary students. (Federal schools, milk and biscuits).</p>	Memorandum of Agreement	A.B.C.	Circular E-3, D-4
<p><u>2540 - Student Allowance</u></p> <p>An allowance of \$10.00 per month is available for high school students aged 14-17 who commute to Provincial schools or attend provincial schools under the terms of "Maintenance of Pupils in Private Homes(2520)". Students aged 18 or over attending high school are eligible for an allowance of \$20.00 per month.</p>	Memorandum of Agreement	A.B.C.	Circular E-3, D-4
<p><u>2550 - Seasonal Transportation</u></p> <p>Transportation from their homes to the places of instruction for elementary and secondary students at the beginning of the school year, return transportation of elementary and secondary students from the schools to their homes during the Christmas break.</p>	Memorandum of Agreement	A.B.C.	Circular E-3, D-4

	Method of Transfer	Process	Reference
<p><u>2560 - Daily Transportation</u></p> <p>Funding is provided to cover cost of:</p> <p>a) Daily transportation for elementary pupils attending Federal schools on Reserves only where the distance from the home to the school is in excess of one mile for elementary students, one-half mile for Kindergarten pupils;</p> <p>b) Daily transportation from the home Reserve community for elementary and secondary students commuting daily to Provincial schools;</p> <p>c) Expenditures in categories a) and b) are normally authorized as a result of tenders for pupil transportation and may be administered either by the district or by Band Council through the accountable contributions program. There are a number of Bands who are implementing the pupil transportation program as a viable Band project and the cost per bus mile is normally in accordance with prevailing rates established by County Boards of Education. For departmentally called Tenders, bids submitted by status Indians may be given a 10% preference above the lowest bid received by non-Indians.</p> <p>d) Daily transportation, the cost of his tickets or bus passes, is available for elementary and secondary students receiving education assistance for room and board in Urban centers where the distance from their boarding homes is greater than one mile and transportation facilities are available.</p>	Memorandum of Agreement	A.B.C.	Circulars D-4, E-3, E-9
<p><u>2580 - Group Homes</u></p>	Memorandum of Agreement to commence at beginning of school year.	A.B.C.	D-4, E-3

	Method of Transfer	Process	Reference
<u>2620 - Adult Basic Education</u> Travel expenses, telephone charges, professional and special services for trainees and instructors, classroom supplies, for short-term programs.	Approved B.C.R.	B	D-4
<u>2630 - Social Adult Education</u> Travel expenses for trainees and instructors, freight, professional and special services (instructors), rental of equipment, materials and supplies for classrooms, short-term programs.	Approved B.C.R.	B	D-4
<u>2640 - Library Services</u> Grants under the Contributions to Bands program. The amount is based on the number of Indian persons on the Reserve, at \$2.30 per capita, subject to the Band Council contributing \$0.30.	Approved B.C.R.	B	D-4
<u>2650 - Band Staff Training</u> Tuition, professional services, materials and supplies, travel expenses, living accommodations, honoraria for Band employees and committee members.			
<u>2720 - University and Professional Training</u> Tuition and classroom supplies for students in the university and professional category as well as for students in community colleges in courses of greater than one year's duration and usually requiring senior matriculation to enter.	Memorandum of Agreement	A.B.C.	D-4, E-3, E-12

Method of
Transfer

Process

Reference

2730 - Vocation Training

Tuition and classroom supplies for students in short-term community college programs of one year or less duration.

Memorandum
of Agreement

A.B.C.

D-4, E-3

2740 - Maintenance of Pupils - University and Professional

Room and board, personal allowance, transportation for students whose tuition is paid under sub-activity 2720.

Memorandum
of Agreement

A.B.C.

D-4, E-3, E-12

2750 - Maintenance of Pupils - Vocational

Room and board, personal allowance, transportation for students whose tuition is paid under sub-activity 2730.

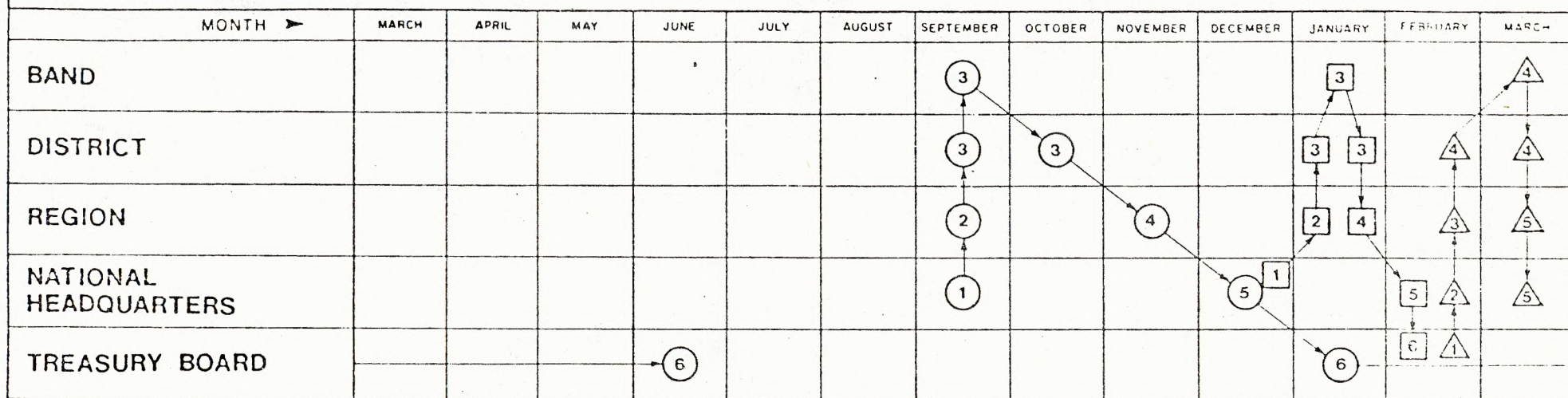
Memorandum
of Agreement

A.B.C.

D-4, E-3

DEPARTMENT OF INDIAN AFFAIRS - ONTARIO REGION

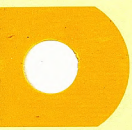
FINANCIAL PLANNING CYCLE — OPERATIONS AND MAINTENANCE (O + M)



STEP	○ PROGRAM FORECAST
1	NATIONAL DIRECTOR OF FINANCE SENDS GUIDELINES AND TARGET AMOUNTS BY PROGRAM TO REGION OFFICES
2	REGIONAL MANAGER OF FINANCE ALLOCATES BUDGET TO DISTRICTS ON ADVISE OF PROGRAM MANAGERS
3	DISTRICT MANAGERS IN CONSULTATION WITH BAND COUNCILS, DISTRIBUTE DISTRICT BUDGETS BY SUB ACTIVITY BANDS PROVIDE INPUT RE ACCOUNTABLE CONTRIBUTIONS DISTRIBUTION
4	PROGRAM MANAGERS PREPARE REGION OFFICE FORECAST BY SUB-ACTIVITY; CONSOLIDATES AND AMENDS DISTRICT OFFICE FORECAST, PREPARES REGIONAL SUMMARY OF PROGRAM FORECAST, FINANCE PREPARES REGION FORECAST EXECUTIVE COMMITTEE REVIEWS FORECAST
5	DIRECTOR GENERAL OPERATIONS REVIEWS REGIONAL FORECAST AGAINST PROGRAM FORECAST ON NATIONAL BASIS.
6	TREASURY BOARD REVIEWS AND APPROVES PROGRAM FORECAST

STEP	□ MAIN ESTIMATES
1	NATIONAL DIRECTOR OF FINANCE SENDS GUIDELINES AND TARGET AMOUNTS BASED ON TREASURY BOARD TARGETS
2	REGIONAL MANAGER OF FINANCE ALLOCATES TARGETS BY PROGRAM ACTIVITY. PROGRAM MANAGERS ALLOCATES PROGRAM BUDGET BY DISTRICT.
3	DISTRICT MANAGERS ALLOCATES DISTRICT BUDGET BY SUB-ACTIVITY AND LINE OBJECT IN CONSULTATION WITH BAND COUNCILS, RECOMMENDS ALLOCATION TO REGIONAL DIRECTOR OF FINANCE.
4	PROGRAM MANAGERS PREPARE ALLOCATION OF BUDGET FOR REGIONAL OFFICE PROGRAM ACTIVITIES MANAGER OF FINANCE CONSOLIDATES REGION O+M BUDGET
5	REGIONAL MANAGER OF FINANCE COMMUNICATES BUDGET ALLOCATION TO HEADQUARTERS FOR COMPUTER INPUT.
6	TREASURY BOARD SUBMISSION OF MAIN ESTIMATES

STEP	△ SUPPLEMENTARY ESTIMATES
1	TREASURY BOARD ESTABLISHES CONSTRAINTS FOR SUPPLEMENTARY ESTIMATES SUPPLEMENTARY ESTIMATES ARE FOR NON STATUTORY EXPENDITURES (e.g. BAND ADMINISTRATION)
2	NATIONAL DIRECTOR OF FINANCE ALLOCATES ESTIMATES TO REGION BY SUB-ACTIVITY
3	EXECUTIVE COMMITTEE REVIEWS PRIORITIES ALLOCATIONS ARE CONFIRMED OR REALLOCATED REGIONAL MANAGER OF FINANCE PREPARES SUPPLEMENTARY BUDGET ALLOCATION BY PROGRAM AND DISTRICT
4	DISTRICT MANAGERS ARE INFORMED OF SUPPLEMENTARY BUDGET DISTRICT MANAGERS INFORM BAND COUNCILS
5	ALLOCATIONS ARE COMMUNICATED TO HEADQUARTERS FOR COMPUTER INPUT AND COMMITMENT CONTROL



BUDGET SUMMARY SHEET

District # _____

Vote 05 & 15

Sub Activity	Vote 05	Vote 15	Total Requested	Total Approved
2100				
2210				
2220				
2230				
2310				
2330				
2340				
2360				
2410				
2420				
2520				
2530				
2540				
2550				
2560				
2580				
2620-30				
2640				
2720				
2730				
2740				
2750				
TOTALS				

BUDGET SUMMARY SHEET

District # _____

Vote 05

Sub Activity	Program	Budget Request	Budget Approved
2100	Cultural Grants		
2210	Administration		
2220	Transportation & Administration		
2230	Professional Ed.		
2310	Federal Schools		
2330	Maintenance - Federal		
2360	Curriculum En- richment		
2410	Non-Federal Inst.		
2420	Guidance		
2520	Boarding Homes		
2530	Mid-Day Lunches		
2540	Student Allowances		
2550	Seasonal Transport.		
2560	Daily Transportation		
2580	Group Homes		
2620-30	Adult Education		
2720	Post-School Training		
2740	Post-School Maintenance		
2730	Vocational Training		
2750	Vocational Maintenance		
TOTALS			

BUDGET SUMMARY SHEET

District # _____

Vote 15

Sub Activity	Program	Budget Request	Budget Approved
* 2100	Cultural Grants		
2310	Instruction		
2330	Maintenance		
2340	School Committee		
2360	Curriculum En- richment		
2410	Non-Federal Tuition		
2420	Residence		
2520	Boarding		
2530	Mid-Day Lunches		
2540	Student Allowances		
2550	Seasonal Travel		
2560	Daily Travel		
2580	Group Homes		
2620	Basic Adult Education		
2630	Social Adult Education		
* 2640	Library		
2720	University		
2740	University - Maintenance		
2730	Occupational		
2750	Occupational - Maintenance		
TOTALS			

2210 Administration

Justification

Estimated Travel - In District _____ miles @ _____ Avg. cost/mile

- Out of District _____ miles @ _____ Avg. cost/mile

Professional Services - provide narrative for each professional service required.

B. Calculation

Professional Services - \$ _____

Travel - _____

Cartage and Express - _____

Postage - _____

Telephones - Telegrams - _____

Materials and Supplies _____

Other _____

Total required this sub activity \$ _____

20 Transportation Facilities

A. Justification

No. of vehicles maintained _____

Estimated annual mileage _____

B. Calculation

Repair and upkeep of vehicles: \$ _____

Total Required this sub activity \$ _____

30 Professional Education

A. Justification

Professional Services - List and provide narrative for each request.

B. Calculation

Service	\$
_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
Total required this subactivity	\$ _____

2310 Federal Schools - Vote 05

Justification

1) Enrolment by Grade Level

	April - June	Sept. - March
K	_____	_____
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____

2) No. of Schools: isolated _____ Non-isolated _____ No of Classrooms: isolated _____
 non-isolated _____

No. of Teachers: _____ No. of Teacher Aides* _____

Pupil-Teacher Ratio - Classes with Aides ____:1

- Classes without Aides ____:1

*(include Band employed teachers & teacher aides who are assigned to schools whose enrolment is included above).

2310 cont'd

Attach narrative explaining reasons for variance from pupil-teacher ratios as noted in E:2 if required.

- 3) List special service teachers and programs - attach narrative outlining justification of need for each program.

<u>Service/Program</u>	<u>No. of Pupils Receiving Service</u>	<u>Avg. Cost/Pupil</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Estimated expenditures (exclusive of salaries)

Per pupil _____

Per classroom _____

Per pupil Materials & supplies _____
(time object 12)

2310 - cont'd

B. Calculation

Time Object	Estimated Expenditure
04 - Professional Services	\$ _____
05 - Travel & Removal	_____
06 - Freight, Express & Cartage	_____
07 - Postage	_____
08 - Telephone, Telegrams	_____
11 - Office Stationery, Supplies & Equipment	_____
12 - Materials & Supplies	_____
15 - Rental of Land, Buildings & Works	_____
17 - Repair & Upkeep of Equipment	_____
Total required this sub activity	_____

List below by line object any expenditure to be included above made from Vote 05 on behalf of students not included in enrolment figures given in Section A. (e.g., anticipated expenditure for Band-operated schools.

2330 Maintenance - Federal Schools - Vote 05

Justification

	<u>Isolated</u>	<u>Non-Isolated</u>
No. of Schools	_____	_____
No. of Classrooms	_____	_____
No. of Buildings (include Teacher residence)	_____	_____
Square Footage	_____	_____
No. of Caretakers*	_____	_____

*(include Band-employed caretakers who are assigned to schools where enrolment is inclusive of above).

B. Calculation

.04 - Professional and Special Services	\$ _____
05 - Travel and Removal	_____
06 - Freight	_____
07 - Postage	_____
08 - Telephone & Telegrams	_____
11 - Office Stationery & Supplies & Equipment	_____
12 - Materials & Supplies 07-Gas, Oil	_____
13-Janitor Supplies	_____
45-Fuel for Heating	_____
14 - Repair & upkeep-Building & Works	_____
15 - Rental of Land, Building & Works	_____
16 - Acquisition of Equipment	_____
17 - Repair & Upkeep of Equipment	_____
18 - Rental of Equipment	_____
19 - Municipal & Puplic Utility Services	_____
 Total Required this Sub activity	 \$ _____

0 - cont'd

List below by line object any expenditure included above to be made from Vote 05 on behalf of students not included in enrolment figures given in Section A.

NB: Total amount requested in 2330 including salary dollars should not exceed 40% of amount requested for 2310 including salary dollars given the provision that schools are both Department operated (2310) and maintained (2330). Attach justification if variation from this formula is requested.

60 - Curriculum Enrichment - Vote 05

A. Justification

In-School Enrolment _____

Anticipated Use of Funds - Narrative Attached

District Rate/Student \$ _____

B. Calculation

Enrolment X Rate

_____ X _____ = \$ _____

Total Required this Sub-activity \$ _____

110 - Non-Federal Instruction - Vote 05

A. Justification

Enrolment Summary (From attached Board Justifications)

	<u>April-June</u>	<u>Sept.-Dec.</u>	<u>Jan.-Mar.</u>
Elementary	_____	_____	_____
Secondary	_____	_____	_____
Special Students	_____	_____	_____
Totals	=====	=====	=====

Per Pupil Materials & Supplies Rate \$ _____

B. Calculation

<u>Board</u>	<u>Enrolment</u>	<u>Estimated Expenditure</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Materials and Supplies \$ _____

\$ _____

Total Required this Sub-activity \$ _____

2410 - Tuition by Board

Name of Board _____

Signed Tuition Agreement _____ (x)

1. Names of Schools - Indicate Elementary (E), Secondary (S), or Special (SP)

2. Enrolment

	April-June	Sept.-Dec.	Jan.-Mar.
Elementary	_____	_____	_____
Secondary	_____	_____	_____
Special Students	_____	_____	_____

2410 - Tuition By Board

c) Special Students

April-June Enrolment	X	3/10 Basic Tuition Rate	
_____	X	_____ = \$	_____
Sept.-Dec. Enrolment	X	4/10 Basic Tuition Rate	
_____	X	_____ =	_____
Jan.-Mar. Enrolment	X	5/10 Basic Tuition Rate =	_____
_____	X	_____ =	_____

(d) Special Tuition Agreement Services:

List with estimated expenditure and attach needs assessment narrative

Service	Estimated Cost
_____	\$ _____
_____	_____
_____	_____
_____	_____

(e) Total Required this Board Vote 05 \$ _____

2410 - Tuition By Board

Estimated Tuition Rate

	April - December	January - March
Elementary	_____	_____
Secondary	_____	_____
Special Students	_____	_____

4) Calculation of Expenditure

(a) Elementary:

April-June Enrolment	X 3/10 Basic Tuition Rate	
_____	X _____	= \$ _____
Sept.-Dec. Enrolment	X 4/10 Basic Tuition Rate	
_____	X _____	= _____
Jan.-Mar. Enrolment	X 3/10 Basic Tuition Rate	
_____	X _____	= _____

(b) Secondary:

April-June Enrolment	X 3/10 Basic Tuition Rate	
_____	X _____	= \$ _____
Sept. -Dec. Enrolment	X 4/10 Basic Tuition Rate	
_____	X _____	= _____
Jan. - Mar. Enrolment	X 3/10 Basic Tuition Rate	
_____	X _____	= _____

2420 - Guidance - Vote 05

Justification

1) Number of students counselled in conjunction with a Social Counsellor.

	Attending Within District	Attending Out of District
Elementary	_____	_____
Secondary	_____	_____
Post-Secondary	_____	_____
Adult Education	_____	_____
Special Students	_____	_____

2) Number of students counselled exclusively by Education Counsellor(s).

Elementary	_____	_____
Secondary	_____	_____
Post-Secondary	_____	_____
Adult Education	_____	_____
Special Students	_____	_____

3) No. of Education Counsellors _____

No. of Social Counsellors - Band Employed _____
-D.I.A.N.D. Employed _____

4) Estimated Travel - In District _____ Miles @ _____ Avg. Cost/Mile
- Out of District _____ Miles @ _____ Avg. Cost/Mile

B. Calculation

Travel \$ _____

Other - List \$ _____

Total Required this sub-activity \$ _____

2520 - Boarding Home and Clothing Allowance - Vote 05

Justification

1. No. of Pupils Approved for Boarding Home Program

	April-June	Sept.-Mar.
Elementary	_____	_____
High School	_____	_____
Special Students	_____	_____

2. No. of Pupils Approved for Clothing Allowance

	April-June	Sept.-Mar.
Elementary	_____	_____
High School	_____	_____
Special Students	_____	_____

3. Justification of need narrative to be attached.

Calculation

Clothing Allowance: No. of Approved Students X Rate

$$\text{_____} \times \text{_____} = \$ \text{_____}$$

Boarding Home:

Elementary and High School - No. April-June x Rate x 3 months

$$\text{_____} \times \text{_____} \times \text{_____} = \$ \text{_____}$$

No. Sept.-Mar. x Rate x 7 months

$$\text{_____} \times \text{_____} \times \text{_____} = \$ \text{_____}$$

Special Students - No. April-June x Rate x 3 months

$$\text{_____} \times \text{_____} \times \text{_____} = \text{_____}$$

No. Sept.-Mar. x Rate x 7 months

$$\text{_____} \times \text{_____} \times \text{_____} = \text{_____}$$

Total Required this Sub activity

$$\$ \text{_____}$$

2530 - Mid-Day Lunches - Vote 05

Justification

No. of Pupils approved _____

B. Calculation

No. of Pupils x Rate

_____ x _____ \$ _____

Total Required this Sub Activity\$ _____

2540 - Student Allowances - Vote 05

Justification

	April-June	Sept.-March
No. of Pupils Approved		
Under 18 years old	_____	_____
Over 18 years old	_____	_____
No. of Approved Pupils not normally resident on Reserve	_____	

B. Calculation

Under 18 years: No of Pupils April-June x rate x 3 months
 _____ x _____ x _____ = \$ _____

No. of Pupils Sept.-Mar. x Rate x 7 months
 _____ x _____ x _____ = \$ _____

Over 18 years: No. of pupils April-June x rate x 3 months
 _____ x _____ x _____ = \$ _____

No. of Pupils Sept.-Mar. x rate x 7 months
 _____ x _____ x _____ = \$ _____

Total Required this Sub activity \$ _____

2530 - Seasonal Transportation - Vote 05

A. Justification

No. of Students	School Location	Christmas Travel (x)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Calculation

<u>No. of Students</u>	<u>Amount of Return Travel</u>	<u>If Xmas Travel x 2</u> <u>If no Xmas Travel x 1</u>	= \$ _____
_____ x	_____	x _____	= \$ _____
_____ x	_____	x _____	= _____
_____ x	_____	x _____	= _____
_____ x	_____	x _____	= _____
_____ x	_____	x _____	= _____

Total Required this Sub activity \$ _____

2560 - Daily Transportation - Vote 05

Justification

Apr.-June

Sept.-Mar.

No. of Pupils to be Transported - Elementary
- Secondary
(e.g. wheelchair) Special

_____	_____
_____	_____
_____	_____

Attach contracts.

B. Calculation

No. of Pupils

Contract #

Operator

_____	_____	_____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Required this Sub Activity

\$ _____

2620-30 Adult Education - Vote 05

Justification

Proposed Courses:

Course Title	Length of Course	Est. No. of Candidates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Calculation

Title	No. of Candidates	No. of Training Hrs.	Rate/Hr.
_____ x	_____ x	_____ x	_____ = \$ _____
_____ y	_____ x	_____ x	_____ = \$ _____
_____ x	_____ x	_____ x	_____ = \$ _____
_____ x	_____ x	_____ x	_____ = \$ _____

Total Required this Sub-Activity \$ _____

Justification

No. of Students - Full time - April-June

Sept.-March

Summer Students

B. Calculation

1. Student Months

No. full time Students - April-June _____ x 2 = _____

Sept.-Mar. _____ x 7 = _____

No. Summer Students _____ x 2 = _____

Total Student Months _____

2. Funds Required

Total Student months x rate per student month =

_____ x _____ = \$ _____

Total Required this Sub-Activity \$ _____

Justification

No. of Students - April-June _____
Sept.-Mar. _____
Other _____

B. Calculation

1. Student Months

No. of Students April-June _____ x 2 = _____
Sept.-Mar. _____ x 7 = _____
Other _____ x _____ = _____
Total Student Months _____

2. Funds Required

Total Student Months x Rate
_____ x _____ = \$ _____

Total Required This Sub-Activity \$ _____

Justification

No. of Students - April-June _____
Sept.-Mar. _____
Other _____

B. Calculation

1. Student Months

No. of Students - April-June _____ x 2 = _____
Sept.-Mar. _____ x 7 = _____
Other _____ x _____ = _____

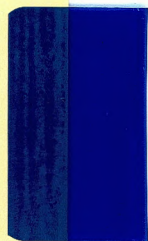
Total Student Months _____

2. Funds Required

Total Student Months x Rate

_____ x _____ = \$ _____

Total required this Sub-Activity \$ _____



CONTRIBUTIONS AGREEMENT

THIS AGREEMENT made this _____ day of _____ 19____

BETWEEN:

THE GOVERNMENT OF CANADA as represented by the Department of Indian Affairs and Northern Development hereinafter referred to as "the Department"

OF THE FIRST PART

AND:

Band

hereinafter referred to as "the Band"

WHEREAS the Government of Canada provides programs for Indian people:

WHEREAS it is an accepted policy of the Department that it is desirable that such services be provided by Indian Bands in accordance with local government principles of local control, accountability and responsibility:

and

WHEREAS THE _____ Band has agreed by Band Council

Resolution (s)	No.	Dated
	No.	Dated
	No.	Dated
	No.	Dated
	No.	Dated

to carry out such programs in accordance with this agreement.

NOW, THEREFORE, THIS AGREEMENT WITNESSES that the parties covenant and agree with each other that:

1. THE BAND will:

- (A) adhere to the general terms and conditions of the Local Government Program and relative Policy Guidelines outlined in Program Circular D1-D4 including the provision of an annual audited financial statement.
- (B) prepare an annual budget for the Regional Director or his designate's approval in accordance with these instructions for budget preparation
- (C) assume the administration of the Programs as detailed in the attached appendices in accordance with the terms and conditions outlined therein

- (D) assume the responsibility for the administration of funds provided by the Department in accordance with the adopted financial and administrative regulations of the Band
- (E) provide to the Department a monthly expenditure variance report for the Program expenditures and receipts

THE DEPARTMENT will:

- (A) upon approval by the Department of the budget or an amended budget provide funds not to exceed the approved amount for the fiscal year
- (B) disburse payments in accordance with Treasury Board Circular 1977-50 or any authorized amendment thereto
- (C) adjust payments as outlined in 2 (A) and 2b) in the event of approval by the Department of an amended budget during the fiscal year

THIS CONTRIBUTIONS AGREEMENT will become effective on _____ and will continue in force from year to year unless modified by a request for renegotiation by either party 6 months prior to a new fiscal year. (See the Non-Federal Instruction Appendix, Part 3)

IN WITNESS WHEREOF the Regional Director General, Ontario Region Department of Indian Affairs and Northern Development or his designate on behalf of the Department and the Chief and Councillors that constitute a quorum of Council on behalf of the Band have hereto set their hands and seals.

DEPARTMENT OF INDIAN AFFAIRS AND
NORTHERN DEVELOPMENT

Witness

Regional Director (Indian and Inuit Affairs)
THE BAND COUNCIL

Witness

Chief

Witness

Councillor

Witness

Councillor

Witness

Councillor

Witness

Councillor

Witness

Councillor

APPENDIX

TERMS, CONDITIONS & GUIDELINES FOR THE ADMINISTRATION
OF FEDERAL INSTRUCTION (2310)

1. Conditions and Procedures as outlined in Education Program Circulars E. 1, E. 2, E. 3, E. 4, E. 5, E. 6, and E. 10 will apply for funding purposes by the Department as they relate to this program.
2. The Province of Ontario, Education Act 1974 shall provide a guide for the regulatory aspects in the daily operation of a school where applicable. Collective agreements applicable to Federal civil servants will also provide some reference as a guide to employee relations for Band employed professional staff. (See Act 1 above)
3. Annual budget preparation by the Band to be completed per the attached format in conjunction with a list of enrolled Indian students for whom the Band has responsibility and shall be certified by the Band as correct. Special service teachers and programs will be reviewed annually to ensure per pupil costs fall within target rate scales allocated per the rate schedule.

Charges to this program include:

Salaries - Teacher, Teacher Aides and Supply Teachers
Allowances
Professional Services
Materials and Supplies
Travel and Removal for Teachers
Office Stationary Supplies and Equipment

4. Funds transferred to the Band under this program must be used for Federal Instruction only and are not transferable within the Education Program. A surplus at the end of a fiscal year shall be refundable to the Department.
5. Initial transfer to the Band and continued administration of this program is dependant upon adherence to the terms, conditions and guidelines as referred to above.

The Band agrees to administer this program in accordance with these terms, conditions and guidelines this _____ day of _____ 19__.

CHIEF

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APPENDIX

TERMS, CONDITIONS AND GUIDELINES FOR THE ADMINISTRATION OF
FEDERAL SCHOOL FACILITIES (2330)

1. Conditions and Procedures as outlined in Education Program Circulars E. 1, E. 3, E. 4 and E. 6 will apply for funding purposes as they relate to this program.
2. Annual budget preparation by the Band to be completed per the attached format.

Charges to this program include:

Telephone
Janitor's - salary and benefits
Materials and supplies
Repair and upkeep of buildings and works
Rental of equipment
Municipal and public utility services

3. Supervision of maintenance program and employees will normally be provided by the principal of the school.
4. Funds transferred to the Band under this program must be used for Federal School Facilities only and are not transferable within the education program. A surplus at the end of the fiscal year shall be refundable to the Department.
5. Initial transfer to the Band and continued administration of this program is dependant upon adherence to the terms, conditions and guidelines as referred to above.

The Band agrees to administer this program in accordance with these terms, conditions and guidelines this _____ day of _____ 19____.

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APPENDIX

TERMS, CONDITIONS AND GUIDELINES FOR THE ADMINISTRATION OF
SCHOOL COMMITTEE (2340)

1. Conditions and Procedures as outlined in Education Program Circulars E.1, E.3 and E.4 will apply for funding purposes as they relate to this program.
2. Annual budget preparation by the Band to be completed per the attached format.
3. Charges to this program shall normally include expenses incurred by the committee as outlined and approved in their annual budget submission.
4. Funds transferred to the Band under this program must be used for School Committee only. These funds are transferable within the Education Program upon approval by the department of a Band Council Resolution outlining the proposed transfer. A surplus at the end of a fiscal year is refundable to the department.

Initial transfer to the Band and continued administration of the program is dependent upon adherence to the terms, conditions and guidelines referred to above.

The Band agrees to administer this program in accordance with these terms, conditions and guidelines this _____ day of _____, 19____.

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APPENDIX

TERMS, CONDITIONS AND GUIDELINES FOR THE ADMINISTRATION OF CURRICULUM ENRICHMENT (2360)

1. Conditions and Procedures as outlined in Education Program Circulars E.1, E.3, E.4 and E.7 will apply for funding purposes as they relate to this program.
2. Annual budget preparation by the Band to be completed per the attached format.
3. Charges to this program include the purchase of supplies and equipment for special cultural projects and expenditures incurred by the Band in identifying, developing and implementing programs which will improve the relevancy of the school program to the Native child.
4. Funds transferred to the Band under this program must be used for Curriculum Enrichment only. These funds are transferable within the Education Program upon approval by the department of a Band Council Resolution outlining the proposed transfer. A surplus at the end of a fiscal year is refundable to the department.

Initial transfer to the Band and continued administration of the program is dependent upon adherence to the terms, conditions, and guidelines referred to above.

The Band agrees to administer this program in accordance with these terms, conditions and guidelines this _____ day of _____, 19_____.

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APPENDIX

TERMS, CONDITIONS & GUIDELINES FOR THE ADMINISTRATION OF
NON-FEDERAL INSTRUCTION (2410)

1. Conditions and Procedures as outlined in Education Program Circulars E.1, E.2, and E.4 will apply for funding purposes as they relate to this program.
2. Annual budget preparation by the Band to be complete per the attached format in conjunction with a list of enrolled Indian students for whom the Band has responsibility and shall be certified by the Band as correct.
3. Payments to school boards for tuition shall be in accordance with procedures outlined in the Tuition Agreement(s) for that Board. It will be the Band's responsibility to ensure that school and Band records regarding student population are kept up to date.

Payments to school board(s) for special services as outlined in the appendix of the tuition agreement (s) must be applied to the appropriate program. Charges to this program include tuition, non-federal teacher aides and special services or costs directly related to instruction. Special services appendices will be reviewed annually to ensure per pupil costs fall within target rate scales allocated.

4. Funds transferred to the Band under this program must be used for non-federal instruction only and are not transferable within the Education Program. A surplus at the end of a fiscal year shall be refundable to the Department.
5. Initial transfer to the Band and continued administration of this program is dependant upon adherence to the terms, conditions and guidelines referred to above.

The Band agrees to administer this program in accordance with these terms, conditions and guidelines this _____ day of _____ 19 _____.

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TERMS, CONDITIONS AND GUIDELINES FOR THE ADMINISTRATION OF
GUIDANCE (2420)

1. Conditions and Procedures as outlined in Education Program Circulars E. 1, E. 3, E. 4, and E. 6, will apply for funding purposes as they relate to this program.
2. Annual budget preparation by the Band to be completed per the attached format.
3. Service under this program to be per a completed job description approved by the Department. Line supervision to be provided by the Band with functional supervision available from the District Superintendent of Education or his designate upon request.
4. Funds transferred to the Band under this program must be used for Guidance (2420) only and are not transferrable within the Education program. Charges to this program include social counsellor's salary and benefits and travel expenses incurred by the social counsellor within the approved budget. A surplus at the end of the fiscal year shall be refundable to the Department.
5. Initial transfer to the Band and continued administration of this program is dependant upon adherence to the terms, conditions and guidelines as referred to above.

The Band agrees to administer this program in accordance with these terms, conditions and guidelines this _____ day of _____ 19__.

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APPENDIX

TERMS, CONDITIONS & GUIDELINES FOR ADMINISTRATION OF MAINTENANCE
IN PRIVATE HOMES (2520)

1. Conditions and Procedures as outlined in Education Program Circulars E. 1, E. 2, and E. 4 will apply for funding purposes as they relate to this program.
2. Annual budget preparation by the Band to be completed per the attached format in conjunction with a completed "justification of Need" outlining the reasons the student(s) is unable to attend school while living at home. Where students are normally bused to school on a daily basis no funding for duplication of services is available from the education program.
3. Payments to Boarding Home operators shall normally be on a monthly basis.
4. A signed Boarding Home Agreement will be secured by the Band for each operator to whom it makes payment.
5. Funds transferred to the Band under this program must be used for Maintenance of Pupils in Private Homes only. These funds are transferable within the Education program upon approval by the Department of a BCR outlining the proposed transfer. A surplus at the end of the fiscal year is refundable to the Department. Initial transfer to the Band and continued administration of this program is dependent upon adherence to the terms, conditions and guidelines this _____ day of _____ 19____.

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APPENDIX

TERMS, CONDITIONS AND GUIDELINES FOR THE ADMINISTRATION OF
MID-DAY LUNCHES (2530)

1. Conditions and Procedures as outlined in Education Program Circulars E.1, E.3 and E.4 will apply for funding purposes as they relate to this program.
2. Annual budget preparation by the Band to be completed per the attached format.
3. Charges to this program include the purchase of supplies and equipment for the provision of a mid-day lunch or lunch supplement for in-school students.
4. Funds transferred to the Band under this program must be used for Mid-day Lunches only. These funds are transferable within the Education Program upon approval by the department of a Band Council Resolution outlining the proposed transfer. A surplus at the end of a fiscal year is refundable to the department.

Initial transfer to the Band and continued administration of the program is dependent upon adherence to the terms, conditions, and guidelines referred to above.

The Band agrees to administer this program in accordance with these terms, conditions and guidelines this _____ day of _____, 19____.

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APPENDIX

TERMS, CONDITIONS AND GUIDELINES FOR THE ADMINISTRATION OF
STUDENT ALLOWANCES (2540)

1. Conditions and Procedures as outlined in Education Program Circulars E. 1, E. 3 and E. 4 will apply for funding purposes as they relate to this program.
2. Annual budget preparation by the Band to be completed per the attached format.
3. Charges to this program include the provision of a monthly allowance to school students who commute to school on a daily basis or board away from their home community and who are 14 years of age or older. Payment for an 18-year old or over commences at the increased rate the month of a student's 18th birthday.
4. Funds transferred to the Band under this program must be used for Student allowances only. These funds are transferable within the Education Program upon approval by the department of a Band Council Resolution outlining the proposed transfer. A surplus at the end of a fiscal year is refundable to the department.

Initial transfer to the Band and continued administration of the program is dependent upon adherence to the terms, conditions, and guidelines referred to above.

The Band agrees to administer this program in accordance with these terms, conditions and guidelines this _____ day of _____, 19____.

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APPENDIX

TERMS, CONDITIONS AND GUIDELINES FOR THE ADMINISTRATION OF SEASONAL TRANSPORTATION (2550)

1. Conditions and Procedures as outlined in Education Program Circulars E.1, E.3 and E.4 will apply for funding purposes as they relate to this program.

Funds for this program will normally be provided on the basis of amount of dollars required to send students to nearest available centre offering an acceptable program.

2. Annual budget preparation by the Band to be completed per the attached format in conjunction with a completed "justification of need" for those students not attending nearest school.
3. Seasonal travel will normally include, dependent on the availability of funds, transportation from the home community to the school location at the beginning and end of the school year and return transportation during the Christmas vacation.
4. Funds transferred to the Band under this program must be used for Seasonal Transportation only. These funds are transferable within the Education Program upon approval by the department of a Band Council Resolution outlining the proposed transfer. A surplus at the end of a fiscal year is refundable to the department.

Initial transfer to the Band and continued administration of the program is dependent upon adherence to the terms, conditions, and guidelines referred to above.

The Band agrees to administer this program in accordance with these terms, conditions and guidelines this _____ day of _____, 19_____.

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APPENDIX

TERMS, CONDITIONS AND GUIDELINES FOR ADMINISTRATION OF
DAILY TRANSPORTATION (2560)

1. Conditions and Procedures as outlined in Education Program Circulars E. 1, E. 2, E. 3, E. 4, and E. 9 will apply for funding purposes as they relate to this program.
2. A completed and signed "Agreement for Transportation" Contract must be in effect as a prerequisite for transfer of funds.
3. Annual budget preparation by the Band to be completed per the attached format in conjunction with a completed "Contract Operator's Estimate of Operating Costs" form.
4. Payments to Operators when other than the Band will normally be made on a monthly basis.
5. Funds transferred to the Band under this program must be used for Daily Transportation (2560). These funds are transferable within the Education Program upon approval by the Department of a BCR outlining the proposed transfer. A surplus at the end of a fiscal year may not be refundable if original contract has been fulfilled and surplus results from efficient operation. Initial transfer to the Band and continued administration of this program is dependent upon adherence to the terms, conditions and guidelines referred to above.

The Band agrees to administer this program in accordance with these terms, conditions and guidelines this _____ day of _____, 19____.

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APPENDIX

TERMS, CONDITIONS AND GUIDELINES FOR THE ADMINISTRATION OF
ADULT EDUCATION (2620, 2630)

1. Conditions and Procedures as outlined in Education Program Circulars E.1, E.3 and E.4 will apply for funding purposes as they relate to this program.
2. Annual budget preparation by the Band to be completed per the attached format.
3. Charges to this program shall normally be for the provision of on-reserve adult community education courses, including instructor's wages, supplies, books and equipment.

No educational allowance for course candidates shall be paid from this program.

4. Funds transferred to the Band under this program must be used for Adult Education only. These funds are transferable within the Education Program upon approval by the department of a Band Council Resolution outlining the proposed transfer. A surplus at the end of a fiscal year is refundable to the department.

Initial transfer to the Band and continued administration of the program is dependent upon adherence to the terms, conditions, and guidelines referred to above.

The Band agrees to administer this program in accordance with these terms, conditions and guidelines this _____ day of _____, 19__.

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APPENDIX

TERMS, CONDITIONS AND GUIDELINES FOR THE ADMINISTRATION OF LIBRARY GRANT (2640)

1. Conditions and Procedures as outlined in Education Program Circulars E.1, E.3 and E.4 will apply for funding purposes as they relate to this program.
2. Annual budget preparation by the Band to be completed per the attached format.

The Band agrees that it will make its contribution based on the current schedule during the fiscal year funds are received.

3. Charges to this program include the purchase or rental of magazines, books and periodicals for use in on-reserve public libraries or for other administrative services related to the operation of a library.
4. Funds transferred to the Band under this program must be used for Library Grant Program only. These funds are transferable within the Education Program upon approval by the department of a Band Council Resolution outlining the proposed transfer. A surplus at the end of a fiscal year is refundable to the department.

Initial transfer to the Band and continued administration of the program is dependent upon adherence to the terms, conditions and guidelines referred to above.

The Band agrees to administer this program in accordance with these terms, conditions and guidelines this _____ day of _____, 19____.

CHIEF

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APPENDIX

TERMS, CONDITIONS AND GUIDELINES FOR THE ADMINISTRATION OF
POST-SECONDARY EDUCATION (2720,2740)

1. Conditions and Procedures as outlined in Education Program Circulars E. 1, E. 3, E. 4, and E. 12 will apply for funding purposes as they relate to this program.

Circular E. 12 represents the maximum assistance available to post-secondary students. The Band, through local policy decisions or due to a lack of sufficient funds, may establish its priority for this program in amounts not to exceed those outlined in E. 12.

2. Annual budget preparation by the Band to be completed per the attached format in conjunction with completed educational assistance forms or a similar alternative format.
3. Payments to and on behalf of students will normally be made as requested by the institutions involved. The Band will accept responsibility for maintaining liaison with these institutions and thus issue payments to or on behalf of students who are enrolled and attending school.

Students approved for assistance under this program shall be enrolled in programs or courses, normally requiring at least secondary school graduation as an academic prerequisite of an accredited post-secondary institution such as a university, community college, institute of technology, teacher's college, or school of nursing.

4. Charges to this program shall normally be:

2720 - Tuition
Books
Supplies
Social Tutorial Assistance - when applicable per E.12

2740 - Allowance - based on CEIC rates (or as otherwise directed by the Minister of Indian and Inuit Affairs)
Seasonal travel - when applicable per E. 12
Special shelter allowance - when applicable per E. 12
Special services - when applicable per E. 12

5. The Band agrees to establish an appeal board to hear appeals from students who have applied for funding under this program and who do not agree with the Band decision. Composition of the appeal board to be approved by the Department and to be within the intent of the appeal procedures as outlined in E. 12.

6. Funds transferred to the Band under this program must be used for post-secondary education only and are transferable within the Education program upon approval of the Department of a BCR outlining the proposed transfer. A surplus at the end of a fiscal year is refundable to the Department.

The Band agrees to administer this program in accordance with these terms, conditions and guidelines this _____ day of _____ 19____.

CHIEF

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APPENDIX

TERMS, CONDITIONS AND GUIDELINES FOR THE ADMINISTRATION OF OCCUPATIONAL SKILL DEVELOPMENT (2730, 2750)

1. Conditions and Procedures as outlined in Education Program Circulars E. 1, E. 3 and E. 4 will apply for funding purposes as they relate to this program.

Canada Employment and Immigration Allowance rates will normally represent the maximum educational allowance to be paid to students. The Band, through local policy decisions or due to a lack of sufficient funds, may establish its priority for this program in amounts not to exceed C.E. & I.C. rates. Where the Minister of Indian and Inuit Affairs issues direction which is contrary to the C.E.I.C. allowance rate, D.I.A.N.D. rates will apply for department funding purposes.

Assistance under this program are only available if funds are not available from any other agency.

2. Annual budget preparation by the Band to be completed per the attached format, in conjunction with completed Educational Assistance forms.
3. Payments to and on behalf of students will normally be made as requested by the institutions involved. The Band will accept responsibility for maintaining liaison with these institutions and thus, issue payments only to or on behalf of students who are enrolled and attending school.

Students approved for assistance under this program shall be enrolled in courses which enable them to meet their occupational goals in department-approved courses. It shall normally require less than secondary school graduation as an academic pre-requisite for enrolment.

4. Charges to this program shall normally be:

- 2730 - Tuition
- Books
- Supplies

- 2750 - Allowance - as outlined in (1)above *Minister of Indian & Inuit Affairs
- Seasonal Travel
- Rent Assistance
- Special Services

5. The Band agrees to establish an appeal board to hear appeals from students who have applied for funding under this program and who do not agree with the Band's decision. The composition of the appeal board is to be approved by the department, and to be within the intent of the appeal procedures as outlined in Education Program Circular E. 12.
6. Funds transferred to the Band under this program must be used for Occupational Preparation Training only. These funds are transferable within the Education Program upon approval by the department of a Band Council Resolution outlining the proposed transfer. A surplus at the end of a fiscal year is refundable to the department.

Initial transfer to the Band and continued administration of the program is dependent upon adherence to the terms, conditions and guidelines referred to above.

The Band agrees to administer this program in accordance with these terms, conditions and guidelines this _____ day of _____, 19____.

CHIEF

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A Justification

Enrolment by Grade Level

	<u>April - June</u>	<u>Sept. - Mar.</u>
K	_____	_____
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
TOTAL	_____	_____

No of Teachers** _____ No of Teacher Aides** _____

Special Service Teachers & Programs:

<u>Teacher</u>	<u>Program</u>	<u>Days Per Week</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signed Memo of Agreement _____ (✓)

** Per Education Circular #2

B Calculation

2. Travel & Removed Teachers (Isolated Posts only):

No of Teachers Return Trip
& Dependents X Point of Departure

_____ X _____ = \$ _____

3. Classroom Supplies:

No of Pupils X Per Pupil Rate*

_____ X _____ = \$ _____

4. Other - Justification attached.

<u>Service</u>	<u>Estimated Cost</u>	
_____	\$ _____	= \$ _____
_____	\$ _____	= \$ _____
_____	\$ _____	= \$ _____
_____	\$ _____	= \$ _____

=====
=====
Total Items 2, 3, 4..... = _____
Total Salaries = _____
Total Sub-Activity = _____

2330 Maintenance of School Facilities

A Justification

No of Pupils
 No of Classrooms
 No of Caretakers
 No of Buildings
 (Including Teacher
 Residence)

Signed Memo of Agreement

B Calculation

1. Salaries Caretakers:

<u>Name</u>		<u>Hourly Rate*</u>		<u>No Hrs./Week</u>	X 52	
_____	X	_____	X	_____	X 52 = \$	_____
_____	X	_____	X	_____	X 52 = \$	_____
_____	X	_____	X	_____	X 52 = \$	_____
_____	X	_____	X	_____	X 52 = \$	_____

Vacation & Sick Leave

<u>No. of Caretakers</u>		<u>Hourly Rate*</u>		<u>Hours Per Week</u>	X 5 = \$	
_____	X	_____	X	_____	X 5 = \$	_____

2. Casual Help:

Estimated No of Hours	X	Casual Labour Rate	
_____	X	_____	= \$ _____

3. Supplies	Estimated Cost	
Janitorial	\$ _____	
Fuel Oil	\$ _____	
Diesel	\$ _____	
Propane	\$ _____	
Electricity	\$ _____	
Gasoline	\$ _____	
	\$ _____	
	\$ _____	
Total Cost	=====	
Basic Supplies	\$ _____	= \$ _____

4. <u>Maintenance</u>	<u>Estimated Cost</u>	
Heating	\$ _____	
Lighting	\$ _____	
Water Sewage	\$ _____	
Total Maintenance Cost	=====	
	\$ _____	= \$ _____

Total estimated cost this Sub-Activity \$ _____ *

* This total estimated cost should not exceed 40% of the Total cost of the 2310 sub-activity.

Memo of agreement signed _____ (/)

Recommended _____ (Initial)

D.S.E.

2340 School Committee

A Justification

On Reserve Population _____

No. of Meetings Previous Year _____

Committee Members _____

Budget attached (✓)

Memo of Agreement Signed (✓)

B Calculation

Basic = \$300.00 _____

On Reserve Population _____

Less 100 _____

X \$200 = \$ _____

Total Required This Subactivity _____

Recommended _____ (Initial)

D.S.E.

A Justification

In-school Enrolment _____

Anticipated Use of Funds _____

Memo of Agreement Signed _____ (v)

B Calculation

Enrolment X Rate*

_____ X _____ = \$ _____

Total Required This Sub-Activity \$ _____

Recommended _____ (Initial)

D.S.E.

* See Rate Schedule

2410 Non-Federal School Justification

A Justification April - June Sept. - Mar.

Basic Tuition Rate* -Elementary _____ // _____
 -Secondary _____ // _____

Enrolment - Elementary -April-June _____
 -Sept.-Mar. _____
 - Secondary -April-June _____
 -Sept.-Mar. _____

Special Services (List) _____

Signed Tuition Agreement _____ (✓)
 Signed Memo of Agreement _____ (✓)
 Special Services Needs Assessment Attached _____ (✓)
 Certified List of Enrolled Indian Students _____ (✓)

B Calculation

(i) Basic Tuition:

Elementary: April-June Enrolment X 3/10 Basic Tuition
 _____ X _____ = \$ _____

Sept.-Mar. Enrolment X 7/10 Basic Tuition
 _____ X _____ = \$ _____

Secondary: April-June Enrolment X 3/10 Basic Tuition
 _____ X _____ = \$ _____

Sept.-Mar. Enrolment X 7/10 Basic Tuition
 _____ X _____ = \$ _____

* See Rate Schedule) Special Services - Estimated Cost = \$ _____

Total Required This Activity = \$ _____

Recommended _____ (Initial)

D.S.E.

A Justification

No. of Pupils Service Provided For:

Elementary - Boarding _____

- Non-Boarding _____

High School - Boarding _____

- Non-Boarding _____

Post School - In District _____

- Out of District _____

Signed Memo of Agreement _____

Social Counsellor No. Years of
Experience _____

B Calculations

Salary* - Basic \$ _____

- Benefits _____

- Band Contribution U.I.C. _____

Travel _____

Other (Telephone, Postage, Office Rental) _____

Total Required This Sub-Activity \$ _____

Recommended _____ (Initial)

D.S.E.

* See Social Counsellor Salary Guide in Rate Schedule.

2520 Boarding Home & Clothing Allowance

A Justification

No. of Pupils Approved for Boarding Home Program:

	<u>Regular Students</u>	<u>Special Students (eg. Retarded)</u>
Elementary - April - June	_____	_____
- Sept. - Mar.	_____	_____
High School April - June	_____	_____
-Sept. - Mar.	_____	_____

Signed Memo of Agreement _____ (✓)
 Justification of Need Attached _____ (✓)

No. of Pupils Approved for Clothing Allowance _____

B Calculation

Clothing:	No Approved Students	X Rate*	X	= \$	_____
Boarding Home: Elementary	-No April-June	X Rate	X 3 Months		
		_____ X	X 3	= \$	_____
	-No Sept.-Mar.	X Rate	X 7 Months		
		_____ X	X 7	= \$	_____
High School	-No April-June	X Rate	X 3 Months		
		_____ X	X 3	= \$	_____
	-Sept. - Mar.	X Rate*	X 7 Months		
		_____ X	X 7	= \$	_____
Special Students	-No April-June	X Rate*	X 3 Months		
		_____ X	X 3	= \$	_____
	-No Sept. Mar.	X Rate	X 7 Months		
		_____ X	X 7	= \$	_____

Total Required This Sub-Activity _____

* See Rate Schedule

Recommended _____ (Initial)

D.S.E.

2530 Mid Day Lunches

A Justification

No. of Pupils Approved _____

Fonies to be Paid to: _____

Signed Memo of Agreement _____ (✓)

B Calculation

No. of Pupils X Rate*
_____ X _____ = \$ _____

Total This Sub-Activity \$ _____

Recommended _____ (Initial)

D.S.E.

* See Rate Schedule

2540 Student Allowances

A Justification

	April-June	Sept. - Mar.
No. of Pupils Approved:		
Under 18 yrs. old	_____	_____
Over 18 yrs. old	_____	_____
 No. of Approved Pupils (above) not Resident on Reserve	 _____	 _____
 Signed Memo of Agreement	 _____ (✓)	

B Calculation

Under 18 yrs.:	No of pupils April-June	X	Rate*	X	3 Months	= \$	_____
		X		X	3	= \$	_____
	No of pupils Sept.-Mar.	X	Rate*	X	7 Months	= \$	_____
		X		X	7	= \$	_____
 Over 18 yrs.:	No of Pupils April-June	X	Rate*	X	3 Months	= \$	_____
		X		X	3	= \$	_____
	No of Pupils Sept.-Mar.	X	Rate*	X	7 Months	= \$	_____
		X		X	7	= \$	_____
	 Total Required This Sub-Activity					\$	_____

Recommended Approval _____ (Initial)

D.S.E.

* See Rate Schedule

2550 Seasonal Transportation

A Justification

No. of Students approved:

<u>No of Students</u>	<u>School Location</u>	<u>Xmas Travel (✓)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signed Memo of Agreement _____ (✓)

B Calculation

<u>No of Students</u>	<u>X</u>	<u>Amount</u> <u>Return Travel</u>	<u>X</u>	<u>Of No Xmas Travel 1</u> <u>Of Xmas Travel 2</u>	<u>=</u>	<u>\$</u>
_____	X	_____	X	_____	=	_____
_____	X	_____	X	_____	=	_____
_____	X	_____	X	_____	=	_____
_____	X	_____	X	_____	=	_____
_____	X	_____	X	_____	=	_____
_____	X	_____	X	_____	=	_____
_____	X	_____	X	_____	=	_____

Recommended Approvals _____ (Initial)

D.S.L.

2526 Daily Transportation

A Justification

No. of Pupils Transported.	Elementary	April-June	Sept. - Mar.
	Secondary	_____	_____
	Special (eg. Wheel Chair)	_____	_____

Completed Operator's Estimated of
Operating Costs Attached _____ (V)

Signed Contract(s) _____ (V)

Signed Memo Of Agreement _____ (V)

B Calculation

<u>No of Pupils</u>	<u>Contract #</u>	<u>Operator</u>	
_____	_____	_____	= \$ _____
_____	_____	_____	= _____
_____	_____	_____	= _____
_____	_____	_____	= _____
_____	_____	_____	= _____
_____	_____	_____	= _____

Total This Sub-Activity _____

Recommended _____ (Initial)

D.S.E.

OPERATOR NAME	Address	Date
Make of Bus	Year	Size
Condition of Bus	Odometer reading	Miles/gal
		Annual mileage

(1) Variable Costs:

	<u>Per Year</u>	<u>Per Month</u>
Gasoline - gals per year _____ x _____ ¢ per gal . . . \$	_____	_____
Grease - oil - filters, etc. _____ x _____ per year . . . \$	_____	_____
Points - Tuneups - Plugs, etc. _____ x _____ per year . . . \$	_____	_____
General Repair - Mufflers - Lights, etc. \$	_____	_____
Tires - Tire Repairs \$	_____	_____
Motor Replacement Allowance _____ % of _____ . . . : \$	_____	_____
Vehicle Fitness Inspection 2X _____ \$	_____	_____
Insurance. \$	_____	_____
License Fees \$	_____	_____
Contingency Allowance (10% of above) \$	_____	_____
Total Variable Cost \$	_____	_____

(2) Fixed Costs:

Value of Bus at Sept 1/78	\$	_____
Depreciation Sept/78 to Sept/79	_____ %	\$ _____
Interest on Investment	_____ %	\$ _____
Total Fixed Costs \$		_____

(3) Drivers Salary:

Hours per day _____ x _____ per hour x 20 days per month \$ _____

TOTAL ALL COSTS PER MONTH . . . \$ _____

Monthly earnings 1977/78

Regular contract . . . \$ _____

Extra miles _____

Special allowance _____

Other revenue _____

TOTAL \$ _____

Increase requested \$ _____

Suggested new rate \$ _____

Plus radio rental \$ _____

Contract expires _____

TOTAL MONTHLY RATE 1978-79 \$ _____

These figures are: Estimated

Actual

A Justification

<u>Proposed Courses</u>	<u>No Candidates</u>	<u>Length of Course</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signed Memo of Agreement _____ (✓)

B Calculation

(i) <u>Course Length</u> (hrs)	X	<u>No Candidates</u>	X	<u>Rate*</u>	= \$
_____	X	_____	X	_____	_____
_____	X	_____	X	_____	_____
_____	X	_____	X	_____	_____
_____	X	_____	X	_____	_____

(ii) Amounts Approved for Individuals (EA's Attached) = \$ _____

Total Required This Sub-Activity .. = \$ _____

Recommended _____ (Initial)

D.S.E.

* See Rate Schedule

A Justification

On Reserve Population

Proposed Courses:

<u>Course Title</u>	<u>Length of Course</u>	<u>No of Candidates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signed Memo of Agreement _____ (v)

B Calculation

<u>Title</u>	<u>No of Candidates</u>	<u>No of Training Hours</u>	<u>Rate * per hour</u>
_____	_____ X	_____	X \$ _____ = \$ _____
_____	_____ X	_____	X \$ _____ = \$ _____
_____	_____ X	_____	X \$ _____ = \$ _____
_____	_____ X	_____	X \$ _____ = \$ _____
_____	_____ X	_____	X \$ _____ = \$ _____

Total Required This Sub-Activity \$ _____

Recommended _____ (Initial)

D.S.E.

* Rate Schedule

2640 Library Grants

A Justification

On Reserve Population _____
Band Contribution Current Year. _____ (✓)
Signed Memo of Agreement _____ (✓)
Library Committee Members _____

B Calculation

On Reserve Population X Rate*
_____ X _____ = \$ _____

Total Required This Sub-Activity \$ _____

Recommended _____ (Initial)
D.S.E.

* See Rate Schedule

2720 Post Secondary Assistance

A Justification

Number of Students - Full Time - April - June _____
 - Sept. - March _____
 - Summer Students _____
 - Part Time _____

Memo of Agreement _____ (✓)

Completed EA's Attached _____

B Calculation

1. Student Months:

No. Full Time Students - April June _____ X 2 = _____
 - Sept. Mar. _____ X 7 = _____
 No. Summer Students _____ X 2 = _____
 Part Time Students _____ X 1 = _____

Total Student Months _____

2. Funds Required:

Total Student Months X Rate*
 _____ X _____ = _____

Total Required This Sub-Activity \$ _____

Recommended _____ (Initial)

D.S.E.

* See Rate Schedule

2740 Maintenance of Post Secondary Students

A Justification

Number of Students - Full Time - April - June _____
- Sept. - March _____
- Summer Students _____

Memo of Agreement _____ (✓)

Completed EA's Attached _____ (✓)

B Calculation

1. Student Months:

No Full Time Students - April June _____ X 2 = _____
-Sept. -Mar. _____ X 7 = _____
No Summer Students _____ X 2 = _____

Total Student Months _____

2. Funds Required:

Total Student Months X Rate* _____
X _____ = _____

Total Required This Sub-Activity -\$ _____

Recommended _____ (Initial)

D.S.E.

* See Rate Schedule

A Justification

Number of Students - April - June
- Sept. - Mar.

Memo of Agreement (✓)

Completed EA's Attached (✓)

B Calculation

<u>Name of Student</u>	<u>Course Length</u>	<u>No Course Months In Next Fiscal Year</u>
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Total Student Months

Total Student Months X Rate*
..... X \$ = \$

Total Funds Required This Sub-Activity = \$

Recommended (Initial)

D.S.E.

* See Rate Schedule

A Justification

Number of Students - April - June _____

- Sept. - Mar. _____

Memo of Agreement (✓)

Completed EA's Attached (✓)

B Calculation

<u>Name of Student</u>	<u>Course Length</u>	<u>No Course Months In Next Fiscal Year</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Student Months _____

Total Student Months X Rate*

_____ X \$ _____ = \$ _____

Total Funds Required This Sub-Activity = \$ _____

Recommended _____ (Initial)

D.S.E.

* See Rate Schedule

2750 Maintenance Vocational - Skill Development

A Justification

Number of students - April - June _____

- Sept. - Mar. _____

Memo of Agreement (✓)

Completed EA's Attached (✓)

B Calculation

No of Students Months (Per 2730) X Rate*

_____ X _____ = \$ _____

Total Required This Sub-Activity = \$ _____

Recommended (Initial)

D.S.E.

* See Rate Schedule

		BAND	DISTRICT	
SUB-ACTIVITY	PROGRAM	NO. STUDENT	BUDGET REQUEST	BUDGET APPROVED
2310	Instruction	_____	\$ _____	\$ _____
2330	Maintenance	_____	_____	_____
2340	School Comm	N/A	_____	_____
2360	Curriculum Enrichment	_____	_____	_____
2410	Non-Federal Tuition	_____	_____	_____
2420	Guidance	_____	_____	_____
2520	Boarding/Clothing	_____	_____	_____
2530	Mid-Day Lunches	_____	_____	_____
2540	Student Allowance	_____	_____	_____
2550	Seasonal Travel	_____	_____	_____
2560	Daily Travel	_____	_____	_____
2620	Basic Adult Ed.	_____	_____	_____
2630	Social Adult Ed.	_____	_____	_____
2640	Library	N/A	_____	_____
2720	University	_____	_____	_____
2740	University-Maint.	_____	_____	_____
2730	Occupational	_____	_____	_____
2750	Occupational-Maint.	_____	_____	_____
	TOTAL		\$ _____	\$ _____

Requested B.C.R.# _____

Recommended _____

D.S.E.



Toronto, Ontario
M4T 2P8

February 5, 1979

District Managers
All District

Order Reference
Order Reference 401/16-1 (E)

Attention: District Superintendents
of Education

Rate Schedule for Budget Preparation and Justification

Attached please find a schedule of rates to be used by Bands and District offices in budget preparation and justification for fiscal 1979-80. This schedule is to be used in conjunction with the Band Budget Preparation Package and the District Budget justification forms.

Included are rates for the following:

- 2310 - Teacher's salaries
 - Teacher Aides
 - Language Teachers
- 2330 - Caretaker's salaries
- 2340 - School Committee
- 2420 - Social Counsellors
- 2530 - Mid-Day Lunches
- 2540 - Student Allowances
- 2620-30 - Adult Education
- 2720 - University
- 2730 - Occupational Preparation

2740 - University-Maintenance

2750 - Occupational Preparation-Maintenance

Not included and to be established by Districts based on local conditions and availability of funds in consultation with Ontario Region Education Operational Guidelines:

2310 - Supply Teachers
- Classroom supplies per pupil

2330 - Casual Labour per hour

2360 - Curriculum Enrichment

2520 - Boarding Home

It is imperative that the attached rates be used as the basis for funding the accountable contributions to Band program for the entire Ontario Region. Any deviation from the use of these rates must have the authorization of the Director - Education, Ontario Region.

It is our intent that implementation of a standard rate schedule will eliminate the discrepancies in funding that have occurred in past years. Your cooperation in ensuring the implementation of this schedule is absolutely essential.



G. A. Mullin
Director - Education
Ontario Region

Att.

Rate Schedule

Education Program
Ontario Region

1979-80

2310

1. Classroom Teachers - Per the Salary Agreement - "Education (all Employees)", Code 209/78 Expiry Date Aug. 31/79.

Plus a Basic 5%

Plus - salary will include 6% of above in lieu of benefits

Plus - Isolation allowance if applicable

Plus - 4% U.I.C. to be provided to the Band but not included in Teachers' salary.

2. Teacher Aide - Schedule attached.
3. Language Teachers - Schedule attached.

2330

1. Caretakers - \$5.76/hour + \$.35/hour in lieu of benefits

Plus - isolation allowance if applicable

Plus - 24.4 cents/hour to Band for U.I.C. payments

2340

1. School Committee - Basic \$300.00

Plus - On Reserve Population less 100 X \$200 to a maximum of \$2,500.00.

2420

Social Counsellors - Schedule attached.

2530

Mid-Day Lunches - Rate per Pupil 35¢/Day (provincial elementary-commuters) and former milk & biscuit supplement - federal.

2540

Student allowances - Under 18 years - \$10.00/month
- Over 18 years - \$20.00/Month

* 14 + for commuters and boarders

2620-30 - Adult Education - Rate per Trainee hour - \$2.35

2720 - University - Rate per student month - \$125.00

2730 - Occupational Preparation - Rate per student month - \$60.00

2740 - University Maintenance - Rate per student month - \$375.00

2750 - Occupational Preparation - Rate per student month - \$375.00

SPECIALIZED EDUCATION PROGRAMS

BAND _____

SCHOOL _____

PROGRAM PERIOD: April - June

(Quarter) July - Sept

Oct - Dec

Jan - Mar

PROBATIONARY SALARY SCHEDULE

YEARS OF EXPERIENCE	SALARY		TOTAL SALARY PER YEAR	SALARY PER PAY PERIOD		TOTAL SALARY PER YEAR	U.I.C. PLUS %	TOTAL FUNDS REQUIRED		FUNDS REQUIRED PER PROGRAM PERIOD (QUARTER)
	BASIC	PLUS BK		FIRST PAY PERIOD	SECOND PAY PERIOD			PER YEAR	PER MONTH (1/3)	
0	8293	497	8790	366.25	366.25	8790	352	9142		2285.50
1	8813	529	9342	389.25	389.25	9342	374	9716		2429.00
2	9338	560	9898	412.41	412.42	9898	396	10294		2573.50
3	9858	591	10449	435.37	435.38	10449	418	10867		2716.75
4	10382	623	11005	458.54	458.54	11005	440	11445		2861.25
5	10902	654	11556	481.50	481.50	11556	462	12018		3004.50
6	11426	686	12112	504.66	504.67	12112	484	12596		3149.00
TOTAL FUNDING REQUIRED FOR PROGRAM PERIOD (QUARTER)										

OPERATIONAL EDUCATION PROGRAMS

BAND _____

SCHOOL _____

PROGRAM PERIOD: April - June

(Quarter) July - Sept

Oct - Dec

Jan - Mar

PAID BY SALARY SPECIFICATION

ACCOUNTABLE FUNDS REQUIRED

GRADE	Years of Experience	SALARY		TOTAL SALARY PER YEAR	SALARY PER PAY PERIOD		TOTAL SALARY PER YEAR	U.I.C. PLUS %	TOTAL FUNDS REQUIRED PER YEAR	PER MONTH (1/3)	FUNDS REQUIRED FOR PROGRAM PERIOD (QUARTER)
		BASIC	PLUS %		FIRST CHECK	SECOND CHECK					
SOCIAL COUNSELORS	0	12581	755	13336	556	555	13336	533	13869		3467.25
	1	13183	791	13974	582	582.50	13974	559	14533		3633.25
	2	13788	828	14616	609	609	14616	585	15201		3800.25
	3	14393	864	15257	635	636.40	15257	610	15867		3966.75
	4	14995	900	15895	662.34	662.34	15896	635	16532		4133.00
	5	15601	935	16537	689	689	16537	661	17198		4299.50
	6	16203	972	17175	715.63	715.62	17175	687	17862		4465.50
TOTAL FUNDING REQUIRED FOR PROGRAM PERIOD (QUARTER)											

BAND OPERATED EDUCATION PROGRAMS

BAND _____

SCHOOL _____

PROGRAM PERIOD: April-June

(Quarter) July-Sept

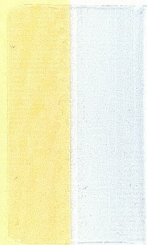
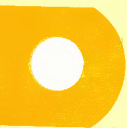
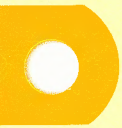
Oct-Dec

Jan-Mar

MONTHLY SALARY SCHEDULE

ACCOUNTABLE FUNDS REQUIRED

POSITION	YEARS OF EXPERIENCE	SALARY		TOTAL SALARY PER YEAR	SALARY PER PAY PERIOD		TOTAL SALARY PER YEAR	U.I.C. PLUS 4%	TOTAL FUNDS REQUIRED PER YEAR	PER MONTH (1/2)	FUNDS REQUIRED FOR PROGRAM PERIOD (QUARTER)
		BASIC	PLUS 5%		12 MONTH	FIRST CHECK					
LANGUAGE INSTRUCTOR	0	13553	813	14366	598.58	598.59	14366	574	14940		3735
	1	14023	842	14865	619.37	619.38	14865	595	15460		3865
	2	14494	870	15364	640.17	640.17	15364	615	15979		3994.75
	3	14950	898	15858	660.75	660.75	15858	634	16492		4123
	4	15420	926	16354	681.42	681.42	16354	654	17008		4252
	5	15892	954	16852	702.17	702.17	16852	674	17526		4381.50
	6	16366	982	17348	722.83	722.83	17348	694	18042		4510.50
											TOTAL FUNDING REQUIRED FOR PROGRAM PERIOD (QUARTER)



Toronto, Ontario
M4T 2P8

February 5, 1979

File No. 401/16-1 (E)

File No. 401/16-1 (E)

401/16-1 (E)

District Managers
Ontario Region

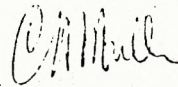
Attn: District Superintendent of Education

Approval of 2700 Block - Band Budget Requests

In order to facilitate the most equitable distribution of 2700 monies across the region, the following procedure is to be incorporated at the district level.

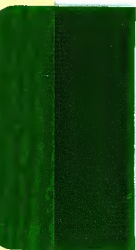
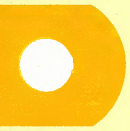
1. Submissions from bands for Accountable Contributions should include anticipated applications for 2700 and should be based on the student month formula as included in the Band Budget Preparation package. This will provide both the band and the district with an approximate requirement for the fiscal year.
2. Initial approval by the district office, however, will be based on completed and recommended Educational Assistance forms for the period April 1 to August 31 only.
3. It is important to note that funds approved per (2) above should be transferred to the band in their entirety when the first quarter is requisitioned.
4. Educational Assistance forms from the bands to support requests for band funds for the period September 1, 1979 to March 30, 1980 should be forwarded for review by district offices by July 30, 1979. Based on available funds and the priority for funding as outlined in the Ontario Region Education Operational Guidelines, approval for an additional Accountable Contributions by band will then be made.
5. Funds approved per (4) above should be requisitioned in equal amounts for 3rd and 4th quarter (i.e., September 1 and January 1). Adjustments for 4th quarter funding should be made based on consultation with bands and the use of the Band Monthly Variance Report.

It is our intent that this procedure will enable the most equitable distribution of funds based on actual rather than projected needs. Your cooperation in advising bands of the procedure and its intent is absolutely essential.



G.A. Mullin
Director of Education
Ontario Region

cc: A/Director - Finance and Administration
: A/Director - Local Government
: A/Director - Operations



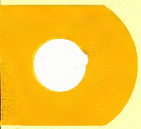
EDUCATION VARIANCE REPORT

BAND _____

MONTH _____

FISCAL YEAR _____

SUB-ACTIVITY	PROGRAM	TRANSFER OF FUNDS BY BCR	NO OF APPROVED SDTS	BUDGET	EXPENDITURES CURRENT MONTH	EXPENDITURES TO DATE	FUNDS RECEIVED CURRENT MONTH
2310	Instruction	X					
2330	Maintenance						
2340	Schl. Commit	yes					
2360	Curr. Enrich.	yes	N/A				
2410	Non-Fed Tuit	no					
2420	Guidance	yes					
2520	Boarding/ Clothing	yes					
2530	MidDay Lunches	yes					
2540	Stud. Allow.	yes					
2550	Seasonal Trans	yes					
2560	Daily Trans.	yes					
2620	Adult Base Ed	yes					
2630	Social Base Ed	yes					
2640	Library	yes	N/A				
2720	University	X					
2740	Univ. Maint.						
2730	Occupational						
2750	Occup. Maint.						
TOTALS	N/A	N/A	N/A				



Basic Procedural Guidelines
Education, Ontario Region

General Statement

Statutory program costs must be totally provided for in the district budget.

Statutory programs are considered as the following.

- 1) Subactivity 2310 - Education in Federal Schools
- 2) Subactivity 2330 - School Facilities
- 3) Subactivity 2410 - Education in Non-Federal Schools

Non-Statutory or Discretionary - Considered essential for provision of an education service in 2310, 2330, 2410. (Collective Agreement, other agreements, etc.)

- 1) Subactivity 2210 - General Administration
- 2a) Subactivity 2520 - Room and Board
- 2b) Subactivity 2550 - Seasonal transportation
- 2c) Subactivity 2660 - Daily transportation
- 2d) Subactivity 2580 - Group homes

- * Existing contracts are considered statutory for the duration of the Agreement; Renewal of agreements to be considered in the light of priority and availability of funds.

Discretionary or Non-Statutory Program Priorities (Ontario Region)

The following are to be considered as listed in order of priority after funding the above.

- 3) Subactivity 2420 - Guidance
- 4) Post-Secondary students in subactivity - 2720 and 2740 completing school year - April - June. Legitimate university, professional and college students who passed their prior year of schooling, are secondary school graduates or are accepted as mature students on programs greater than 52 weeks and who are not eligible for C.E.I.C. funding this year or by waiting one year after secondary school graduation will be assisted under the following priorities for available funds.

- 5) Post-Secondary students, Sept.-March, Subactivity 2720 and 2740, in the following order of priority a) Doctorate, Masters, Honors Degree, b) bachelors final year or community college second year, c) bachelor 2nd year, d) bachelor 1st year or community college 1st year.

Regional funds will be allocated according to above priorities.

Implementation of E12

The special shelter allowance, incentive for post-graduate studies, babysitting and special tutorial assistance will be implemented subject to the availability of funds after covering post-secondary priorities a) to d).

- A. Cultural Grants cannot be considered as a supplement to the O & M budget as funds are strictly for 2110 - Cultural Grants and must be spent for that purpose only, or returned.
- B. District Offices in consultation with region and bands will establish % salary increase of band-employed education staff at the beginning of the fiscal year. A reasonable increase will be calculated into the figure where department staff collective bargaining is expected to result in higher salaries. This amount shall be established as the salary for that fiscal year and no supplementary A.C.B. to adjust exact figures should be recommended. Bands should be aware of this and district staff should make calculations as close as possible to what department staff would likely get that fiscal year, including backpay to the beginning of the fiscal year.
- C. Where bands negotiate salary agreements for their staff, the department can only provide amounts equal to that provided for department staff.
- D. Any transfer of funds to bands must not exceed amounts provided to operate similar programs operated by the department.
- E. Accountable Contributions
- Submissions for approval must include the following for 2310, 2330, 2410, 2520, 2530, 2640, 2720, 2740, 2750.
- a) amounts recommended by the district
- b) number of units covered
- c) the rate given per unit
- d) Standardized form, prepared by Regional Office, to be attached.

- F. Accountable Contributions submissions should be accompanied by:
- a) a B.C.R. which describes the program the band will administer; and/if a new program is taken over by its band a memorandum of agreement which describes the program the band will administer.
 - b) above standardized form. (See E(d)).
- G. Band payments should be adjusted where units are reduced or increased. This could be a fourth quarter exercise.
- H. Surpluses should be recovered by the district for alternate education use.
- I. Surpluses carried over into the new fiscal year by a band should be discounted from new year education contributions:
- a) where possible, reduce new budget:
- OR
- b) by reducing second or third quarter funding.
- J. Provincial tuition funding can only be transferred to bands where a tuition agreement has been approved.
- K. Transportation cost to pay for services provided by a provincial school board must be coded to 2560.
- L. Library grants must be based on:
- a) proof that the band made its contribution the previous year;
 - b) assurance that they plan to make their contribution in the new year;
 - c) proof that a library exists or is under development;
 - d) proof that a responsible group is meeting to promote the service.
- M. School committee funds can be provided if:
- a) a school committee is established and membership is named;
 - b) funding for the school committee was spent on school committee programming, costs or supported projects;
 - c) the committee meets at least ten times annually.

- N. Adult Education funds, if available and provided to Bands, should be based on training proposal which are submitted in advance, and must be returned if not utilized for the approved course or a later proposed alternate which is assessed as acceptable. Funding is for training only.
- O. Curriculum Enrichment funds should be provided for school pupil activities which relate directly to school programs.
- P. Any transfer of existing department staff to Band staff requires a budget adjustment submission and approval of salary dollars being moved to O & M dollars. Treasury Board submission possible.
- Q. Variance reports must show balanced or surplus variances.
- R. As reviewed with the Regional Financial and Administrative Advisor,
 - a) a letter has been circulated to all districts from the RDG relating to the regulations on:
 - i) the use of Education funds by Bands for investment purposes;
 - ii) the urgency that surpluses caused by drop-outs or cancellation of programs be returned or that such surpluses will be withheld from designated funding the next year;
 - iii) the fact that surplus funds cannot be used by a Band to meet new programs

See guidelines letter attached.

- S. That the guidelines outlined in E-Circular Number 2 for teacher-pupil ratios will apply in Ontario Region as the basis for transferring funds to Bands, and for the provision of staff where the program is administered by the department. At the present time, this is very political in some areas where reductions should be instituted. Support from higher levels is necessary if this staffing situation is to be applied with uniformity.

The following procedure is recommended:

- a) Where staff reductions are warranted and Band support or understanding can be gained by the District Superintendent of Education, the appropriate lay-off procedures should be instituted through Personnel Section.
- b) Where staff reductions are warranted and it is obvious that strong opposition at all levels will be made by the Band, a detailed submission should be made

to the program director. This will be forwarded to the Regional Staffing Review Committee for their support before he advises the Band.

T. The book provided by headquarters regarding Capital Construction procedures and allocations of space both for the new Treasury Board approval of procedures to transfer Education capital to Bands and for department-administered funds has been printed and was distributed in April 1978.

U. Tuition Agreements - In renegotiating:

- a) costs must not exceed those already permitted except in salary areas where department maximums must be given;
- b) "B" level funding guidelines apply to the purchase of special services.
- c) exceptions to (a) would include:
 - i) transportation.

V. Post-Secondary Assistance

E-12 will apply as outlined in general statement of priority funding, Page 1.

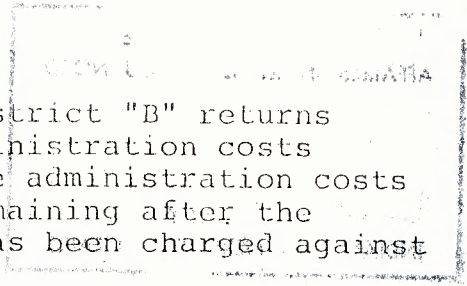
Accountable Contributions

- Those funds for approval at the beginning of the new year should only cover students in school and who plan to continue if successful.
- Before June 1, the applications for new students must be provided to the district office for review. Once the need is known, the district should then review applications with the Band to determine priorities for funds available. Regional Office should be advised formally of shortages with supporting documentation.

W. Situations where students attend private schools must be reviewed to ensure the department is paying only costs equivalent to those at the school they should attend, except for students with special disabilities.

Procedural guidelines for administration of Educational Assistance Programs, in-school - Post-school, administered under Contributions to Bands Programs:

- 1) A band in district "A" sends a student to attend school in district "B", funds in District "B" administered by Band. Band in District "A" forwards total funds committed plus administration costs to Band in District "B". The administration costs forwarded by sending band to be at the rate received by sending band, or a rate mutually agreed upon by both bands.



If student discontinues, Band in District "B" returns balance of funds and balance of administration costs to sending band. The balance of the administration costs referred to above, is the amount remaining after the percentage rate or agreed-to rate has been charged against the band of District "A".

- 2) District "C" sends student to District "D", District "D" program administered by Band. Band in District "D" administers program under "Accountable Contributions", District "D: recovers funds through commitment certificate and/or journal voucher. District "D" decentralizes to band.
- 3) Band "E" sends students to District (Counselling Unit)G, Band "E" pays all costs and administers program directly.