

**DATE:** December 3, 2013

**TO:** Board of Trustees

**FROM:** Sarah Hoffman, Board Chair 2012 - 2013

**SUBJECT:** Board Chair Discretionary Expenses Allowance Report 2012 - 2013

**ORIGINATOR:** Dr. Sandra Stoddard, Director, Governance and Strategic Support Services

**RESOURCE STAFF:** Heather Lightfoot

**REFERENCE:** [School Board Governance and Operations – Trustee Handbook: Remuneration and Allowances](#)

---

#### **ISSUE**

In accordance with the Board's procedures, the Board Chair is granted an annual discretionary expense allowance for expenses incurred related to the role of Board Chair. The Board Chair is required to provide a written annual report outlining the nature and purpose of expenses incurred under the Board Chair Discretionary Expense Allowance.

#### **BACKGROUND**

On September 14, 2010 the Board approved granting the Board Chair an annual discretionary expense allowance of \$2,000 for expenses incurred related to the role of Board Chair. These funds were allocated to support additional business that may arise from the duties associated with the board chair position. As per the Trustee Handbook, all expenses from the Board Chair's discretionary allowance are required to be signed off by the Vice-Chair prior to reimbursement.

#### **CURRENT SITUATION**

A report of the expenses incurred under the Board Chair's discretionary allowance for the period of September 1, 2012 to November 5, 2013 is attached (Attachment I).

#### **KEY POINTS**

- Closing balance reflects unused portion and carry over on August 31, 2012 in the amount of \$421.07.
- Allocation for September 2012 – 2013 year in the amount of \$2,000.00.
- Opening balance for the 2012 – 2013 year in the amount of \$2,421.07.
- There were a total of 6 transactions incurred for the period of September 1, 2012 to November 5, 2013 amounting to \$531.06.
- All discretionary expense claims were signed off by the Vice-Chair prior to reimbursement.
- As per the Trustee Handbook, the unused portion will not be carried forward to the 2013 – 2014 allocation.
- Effective October 22, 2013 the Board Chair discretionary allowance will be \$2,153.80.

#### **ATTACHMENTS & APPENDICES**

ATTACHMENT I Board Chair Discretionary Expense Allowance: Expense report 2012-2013.

SS:hjl

