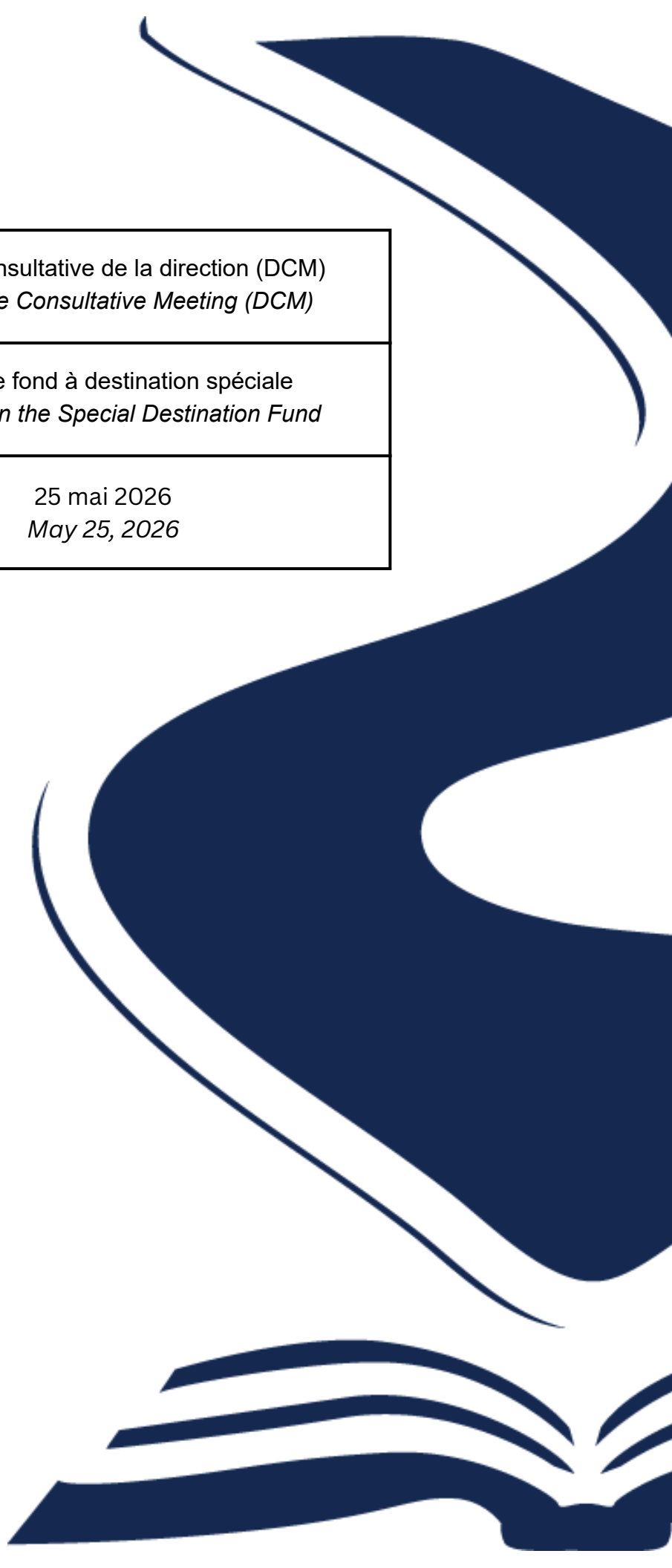


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| Instance <i>Committee</i> | Réunion consultative de la direction (DCM) <i>Directorate Consultative Meeting (DCM)</i> |
| Titre du document <i>Document Title</i> | Directive fond à destination spéciale <i>Directive on the Special Destination Fund</i> |
| Date approuvée <i>Approved Date</i> | 25 mai 2026 <i>May 25, 2026</i> |



Directive on the Special Destination Fund

1. Definition of the Special Destination Fund

The Special Destination Fund is a dedicated account that includes all donations, grants, and voluntary contributions received by the school or centre through fundraising activities or community support.

These funds belong to the school or centre and must be used exclusively to support the school's or centre's educational activities.

2. Purpose of the Fund

The Special Destination Fund is intended to:

- give the school or centre greater financial autonomy in carrying out its projects;
- ensure clear accountability in accordance with the Education Act.

3. Mandatory Directive — Approval of Expenses

All expenses related to the Special Destination Fund must be approved by the Governing Board before any funds can be used. Any project involving modifications to property (i.e. buildings, school yards), information technology systems/software and the purchase of pedagogical materials (i.e. textbooks), must be reviewed by the appropriate department beforehand.

No expenditure may be made without:

1. presenting a request to the Governing Board;
2. obtaining formal approval through a resolution;
3. ensuring the spending aligns with the Fund's intended purpose;
4. complies with Riverside policies)

4. Reporting and Oversight

- The school or centre administration will inform Governing Board annually of the balance in the Special Destination Fund and make suggestions as to how the sums could be spent;
- School or centre administrators must ensure complete traceability of all amounts received and spent;
- The Fund is accounted for separately by the school or centre;
- The Governing Board may, at any time, request to review the financial records associated with the Fund.





7525, chemin de Chambly
Saint-Hubert (Québec) J3Y 0N7
rsb@rsb.qc.ca | www.rsb.qc.ca
450 672-4010

- The rules regarding the awarding of contracts including the *Act Respecting Contracting by Public Bodies ("LCOP")*, its regulations and directives, as well as our Purchasing Policy apply to these projects.