



AP 561 – FOOD EXPENDITURES

BACKGROUND

Saskatoon Public schools is a public institution funded by provincial grants and property taxes.

As a result, decisions about whether to use school division funds to provide food at events are made strategically and in the spirit of restraint. Where it is deemed appropriate to provide food for school division events – as part of respectful care and courtesy – leaders use funds responsibly and within reasonable limits.

PROCEDURES

1. The school division operates in an environment of limited resources and all expenditures are subject to public scrutiny. Leaders ensure that all public funds are spent responsibly and wisely.
2. Schools and the division host many events and programs where it is reasonable to provide food. Some examples are:
 - 2.1. Special School Events - Throughout the course of the year, schools host many, special functions and social events. Most often, when food is provided for these events it is donated; however, there are times when it is reasonable that the school provide the hospitality.
 - 2.2. Special Cultural Programs – There are many cultural programs where food forms an integral part of the event. In these cases, it is appropriate that food be paid for through school budgets. Examples include powwows and sweat lodge ceremonies.
 - 2.3. Nutritional Programs – A number of our schools receive provincial funding to operate food programs. At times, small amounts of additional funding from the school may be used on occasion to supplement these programs.
 - 2.4. Professional Development Activities – It is appropriate in many circumstances to provide nutrition to participants in professional learning and committee meetings. Expenditures to provide food to participants are to be made with suitable budgetary restraint and with the following limitations:
 - 2.4.1. For any professional learning session or committee meeting that begins before 8:30 a.m., or after 4:00 p.m., a light snack may be provided.
 - 2.4.2. For any professional learning session or committee meeting that is conducted during regular school hours, food costs will be kept to a minimum.
 - 2.4.3. For any professional learning session or committee meeting that occurs over lunch hour or supper hour, a meal may be provided.
3. Public funds directed toward food for staff appreciations will be limited to those functions hosted by Central Office.
4. Public funds will not be used for food at staff socials.

Date Last Revised: December 8, 2017