



Procedure Title: FCSS GENERAL PROGRAMMING

Procedure No: 5000-01

Approval: CAO

Effective Date: September 24, 2014

Supersedes Procedure No: FC 02

1. **Definitions**

NONE

2. **Responsibilities**

2.1. **FCSS Board:**

2.1.1. Annually, the Board will establish a budget and programs in accordance with the FCSS Act and Regulations and community needs.

2.1.2. The Board may approve additional programming provided there is adequate funding in the current year’s budget.

2.2. **FCSS Staff:**

2.2.1. The FCSS Manager and Program Coordinators will conduct a needs assessment periodically to determine FCSS program needs from schools, community groups, and other agencies.

2.2.2. Throughout the year, the FCSS Program Coordinators will deliver the various programs.

2.2.3. A program report is to be submitted to the Board by the Manager and Program Coordinators at each regular meeting which may include but is not limited to statistics, evaluations, costs, and recommendations.

2.2.4. The FCSS Manager will submit an annual report to the Board prior to submission of the budget to the funding bodies. The report will include the following

information:

- revenues;
- program evaluations;
- expenditures;
- recommendations;
- statistics.

3. End of Procedure

Approved: 13.09.580