

Title: **EMERGENCY NEEDS EXPENDITURE**

Adopted: March 2012

Reviewed:

Revised: April 2014, October 2023

Related: Policy 2002: Expenditure Guidelines

Procedure 2002A: Expenditure Guidelines

**PURPOSE**

The purpose of this procedure is to outline the situations and process by which funds may be expended in an emergency situation.

**BACKGROUND**

1. The Authority may, from time to time, encounter situations requiring funding of emergency needs.

**PROCEDURES**

1. The Principal may, with permission from the Chair of KidsAbility School Authority and the Chair of the KidsAbility Finance Committee, authorize a disbursement for which no provision was made in the budget
2. An emergency expenditure under this procedure will be made only for purposes of:

* protecting the health or ensuring the safety of persons;
* preserving, repairing, providing or protecting facilities that are essential for the provision of approved services and programs and:
* providing, repairing or replacing equipment or furnishings necessary to provide approved programs and services.

1. A report describing such action must be distributed to trustees within twenty-four hours of the emergency situation, or as soon thereafter as practicable, as well as at the next regular meeting of the Board of Trustees.