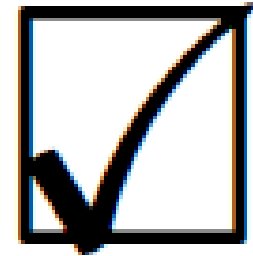
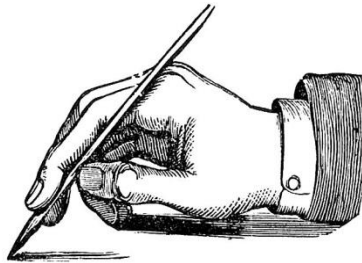


TLLP BUDGET BASICS

Tips from Adele Stanfield and Kim Le

KEY DATES FOR YOUR PROJECT



Project implementation →

- ***June 2017***

Initial project funding
flowed to boards

- ***June 2018***

Teacher Participant Final
Report Form due

- ***July 2018***

Board Final Report Form due
and final funding is flowed

BEST PRACTICES



- PLAN
AHEAD

- MAKE
CONNECTIONS

- KEEP
TRACK

- REACH
OUT

BEST PRACTICES

- **PLAN AHEAD**

what and when?

- **MAKE CONNECTIONS**

communication is key! keep your principal and board up to date with your project activities

- **KEEP TRACK**

track your spending carefully as your project progresses

- **REACH OUT**

contact the TLLP team at the ministry if you have any questions

EXPENSE PLANNING CHART - TLLP Project

[illegible]

ASK AN EXPERIENCED TLLP-ER!



Purchase



Document



Make a copy



Submit receipts



Document again

- [TLLP project - 2016-2017.xlsx](#)
- [TLLP Release Time](#)

Scenarios

1. You have a list of items to be purchased in your proposal, but the needs of the project change and so your list changes.
2. It's May and you still have many release days in your budget that are unused.
3. You wish to move some funds from teacher release to purchase a big ticket item.
4. Your principal does not agree with some of your purchases.



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*****Remember - support is always available!*****