MARC/MACC PROGRAM

Annual Report (insert school year)

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## Base school details

|  |  |
| --- | --- |
| **Cluster Name** |  |
| **Base School** |  |
| **School Number** |  |
| **Principal** |  |
| **Teacher - MARC** |  |
| **Teacher - MACC** |  |

## Vehicle details

|  |  |  |
| --- | --- | --- |
| **Vehicle Details** | **MARC** | **MACC** |
| **Make** |  |  |
| **Model** |  |  |
| **Year** |  |  |
| **Vehicle Registration** |  |  |
| **End of Year Odometer** |  |  |
| **Vehicle Replacement Budget at End of 2020** |  |  |
| **Anticipated Year of Next Vehicle Changeover** |  |  |

## Serviced schools

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Number** | **Enrolment 2020** | **Number of Sessions** | |
| **MARC** | **MACC** |
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## Budget and financial acquittal

The following reports for each MARC/MACC van service should be downloaded from CASES21 and attached to the report:

* Annual Sub program Budget Variance report (KGSUB21003)
* Sub Program Account Transaction Report (GL21115)

## Committee of management

|  |  |  |
| --- | --- | --- |
| It is expected that the committees of management meet at least once per school semester, with one meeting designated the Annual General Meeting. | **MARC** | **MACC** |
| **Date of meeting** | **Attendance / Schools Represented** | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |

Meeting minutes may be attached to the Annual Report

## Timetable and service delivery

Please attach copies of the service delivery timetables. Timetables should be detailed and include:

* travel time
* session time
* planning time
* setting up/packing up time
* class sizes

Sample timetables:

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## Current Memorandum of Understanding or Local Guidelines

Copy of current Memorandum of Understanding or Local Guidelines to be attached here

## Additional information

Additional information relevant to the services may be attached here