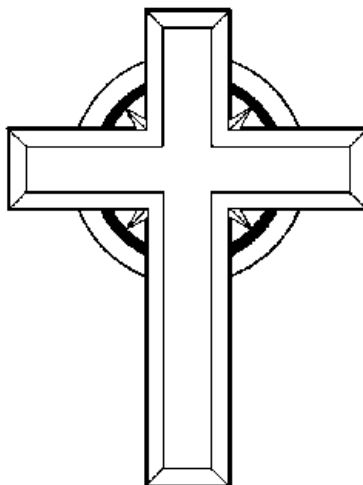


*Section 10*

**FUNDRAISING, ADMINISTRATION  
AND FINANCIAL REPORTING**

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*“May integrity and uprightness preserve,  
as I wait for you”*

**Psalm 25:21**

**Dufferin-Peel Catholic District School Board**

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## **FUNDRAISING, ADMINISTRATION AND FINANCIAL REPORTING**

In this section of the resource binder for school councils you will find:

- The General Administrative Procedure **GAP 704.02** that details expectations regarding accounting and administration of School Generated Funds.
- **GAP 722.00** that details the expectations regarding administration of Catholic School Council funds.
- **GAP 538.00** and **Board Policy 4.20** that detail Fundraising activities in the schools.
- An “**Annual Report**” template that every Catholic school council is required to complete at the end of its term of office

**For additional information and clarification, please consult with the Principal of your school.**

## ANNUAL REPORT & TRANSITION

### Annual Report

At the end of your term (one year) your Catholic School Council must prepare and submit a written report to your school, your community and to your school board.

An annual report is used by an organization to communicate to its investors, stakeholders, members and participants. Sometimes an annual report may be used as a marketing tool to recruit new members or to educate your community.

The annual report must include a form of financial statement of income and expenses occur as a result of the activities of the school council. The financial statement should name the financial “year-end” of the council’s activities. For example:

Financial Statements for *(name school)* Catholic School Council

For the Year Ending September 30<sup>th</sup>, *(the year)*

There should also be a clear listing of the income and expense by activity. This will allow the board to be compliant in their year-end audit. A sample statement is included in GAP 722 attached.

At a minimum, the annual report should have an opening letter, statement or address. This should include a report on council activities; accomplishments; challenges; goals and perhaps, plans for the future. As a Catholic School Council, it is important to share any opportunities your council had to strengthen your faith through retreats, special discussions, prayer meetings and liturgies. As well, a list of the names of the council members should also be included with positions and an explanation of roles. There should be recognition of outgoing council members and volunteers in the community who have contributed to the council’s success. You should provide information concerning council meetings in terms of meeting times and location, as well as an open invitation for all to attend future meetings. Financial statements must also be included with the annual report to ensure transparency of school council funds.

The principal, on behalf of the school council, must ensure that a copy of this annual report is provided to every parent who has a child enrolled in your school.

### Transition

The term of office for membership on a Catholic School Council is one year. It is important that the transfer of procedures and documents be completed before each new term begins. Meeting minutes, financial statements, records, annual reports, handbook bylaws and other documents should be filed and stored at the school in a central location.

**GAP 704.02**  
**ACCOUNTING AND ADMINISTRATION OF SCHOOL**  
**GENERATED FUNDS**

<b>SECTION:</b>	700 BUILDINGS, EQUIPMENT, FINANCE
<b>GAP NUMBER:</b>	<b>704.02</b>
<b>SUBJECT:</b>	<b>Accounting – The Administration of School Generated Funds</b>
<b>REFERENCE:</b>	<p>Policy 1.01, Code of Ethics – All Staff</p> <p>GAP 531.00, FEES for Learning Materials and Activities</p> <p>GAP 722.00, Guidelines for School Councils</p> <p>GAP 704.03, Request Form for Reimbursement of Bus. Expenditures</p> <p>GAP 709.00, Approval and Execution of Agreements and Other Forms of Contracts Including Leases</p> <p>Policy 5.30, Supply Chain Management and Year-end Operating Procedures</p> <p>Ontario Regulation 41/10</p> <p>Education Act S.217</p> <p>GAP 538.00, Fundraising</p> <p>Financial Support Tool for Schools (Blue Binder)</p> <p>GAP 706.00, Supply Chain Management Procedures</p> <p>Fundraising Guidelines Issued by Ministry</p> <p>Annual Reminder Regarding Charitable Gaming Licences</p> <p>GF 267 - Funds Received Envelope</p> <p>GF 268 - Deposit Log Book</p> <p>GF 269 - School Cheque Requisition</p>
<b>EFFECTIVE:</b>	September 1, 1993
<b>REVISED/AMENDED</b>	Admin Council, September 25, 2000; Admin Council, May 26, 2003; Admin Council, June 5, 2006; <b>Admin Council, September 10, 2012</b>
<b>REPLACES:</b>	<b>704.02</b>
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## **SECTION 1: INTRODUCTION**

### **Background**

Schools and school boards are accountable for the use of public funds. Funds are generated in schools from a number of different sources and used in a number of different ways to enhance the development of educational programs and to support school initiatives. These are referred to as “school generated funds”. These procedures apply to all funds that are received, raised, or collected in the name of the school or school activity. These funds are under the direction and control of the school Principal. The Principal is accountable for the money to both the school community and the board. Generally this will mean all funds available to the school other than funds provided by the approved budget of the board. All employees are expected to observe and conform to the *Education Act* and applicable Ontario Regulations, Board Policies and General Administrative Procedures and Board Directives issued by the Director or designates. For procedures regarding school council funds, see GAP 722.00.

### **Objectives**

- Provide appropriate guidance, authority, and protection to school staff and fundraising volunteers by providing specific administrative procedures for safeguarding, recording and reporting school generated funds.
- Meet the public’s expectations and validate the public’s trust regarding the stewardship of school generated funds.
- Ensure consistency and standardization of procedures across all schools in the Dufferin-Peel Catholic District School Board.

### **About the GAP**

Although organized by topic, the information presented in a particular section is not exclusive and should not be read in isolation from another section.

It is expected that this document will be updated on a periodical basis to reflect changes as required.

## **SECTION 2: ACCEPTABLE USES OF SCHOOL GENERATED FUNDS**

The underlying philosophy with school generated fund activity is, ideally, that funds raised by students in a given year should be spent on students within the same year. Funds are generated in schools from a number of different sources and used in a number of different ways. As a result of these activities, and particularly the timing of these activities, not all funds raised during a school year will be spent in that year, and excess cash balances may develop.

As school generated funds are board funds, as well as the assets these funds purchase, the board determines acceptable and unacceptable uses of these funds, which includes but not limited to, the following:

- All purchases made using school generated funds must comply with board policy, procedures and guidelines.

- Funds raised for a specific purpose must be used for the intended purpose. The accounting records should track each category separately.
- If the category is of an ongoing nature, residual amounts in that category at the end of one school year must roll forward to the next year, and not be used for another purpose. Residual amounts in one-time categories should be disclosed as such, if they are to be transferred to a Surplus Account category.
- Deficits for any category should not be permitted, unless approved and explained by the Principal in writing. (A deficit results when expenditures exceed the funds available. The principal can approve a transfer from the schools ‘surplus account category’ to cover this deficit.) Bank fees/charges are considered an administrative expense to operate the schools bank account and therefore exempt from this provision.
- Funds raised/generated for a general purpose with no specific intent must be used for the benefit of students and/or the school community, at the discretion of the school principal.

### **SECTION 3: UNACCEPTABLE USES OF SCHOOL GENERATED FUNDS**

A list of some unacceptable uses of school generated funds would include but not limited to:

- Items that are to be purchased from the board’s budget. For example, text books
- Purchase of goods or services from employees or relatives of employees, where such purchase would contravene Board Policy 1.01 Code of Ethics and Section 217 of the Education Act
- Mileage reimbursements to employees
- Monetary payments to employees for services
- Gifts to employees except gifts paid from social funds contributed by employees and/or parents
- Advances to employees
- Personal expenditures
- Investments other than those permitted by the board and regulation 41/10 of the Education Act (Board borrowing, investing and other financial materials)
- Payment to students except awards to students, refunds and approved transit requirements
- Computers, laptops and related equipment
- Loans/gifts to other schools
- Credit card/Costco memberships
- Meals related to administrative meetings/staff appreciation/year-end/Christmas functions

Expenditures made from school generated funds that do not directly benefit the students in the school are subject to greater scrutiny and may require further justification.

### **SECTION 4: ACCOUNTABILITY – ROLES AND RESPONSIBILITIES**

#### **Objectives**

To clarify the roles and responsibilities of individuals involved in school generated funds.



**A. Roles and Responsibilities of the Superintendent, Financial Services and Treasurer or Designate**

1. Establish policies and procedures and best practices for school generated funds.
2. Provide training to staff on the appropriate application of the procedures and related systems.
3. Complete and follow-up on internal audit reports.
4. Access financial reports when needed.
5. Ensure that schools have suitable accounting systems and/or technology available for administering the school generated funds.

**B. Roles and Responsibilities of the Family of Schools Superintendent**

1. Through regular update meetings to school administrators, the Family of Schools Superintendent will reinforce to Principals the need to adhere to Board policy, procedures and best practices and that schools must comply with the cash handling and reporting requirements of this GAP.
2. Report to the Superintendent, Financial Services or designate:
  - If funds are lost (excludes minor shortages) or stolen
  - Any misuse of funds
  - Suspicion or fraud attempts
  - Failure of schools to follow any board policy, procedures and/or best practices
3. Review and approve annual plan for school generated funds as described in Section 6 – Financial Reporting.
4. Review and approve annual reports as described in Section 6 – Financial Reporting
5. In an emergency or during lengthy staff absences, act as one of the signing officers for school bank account(s).

**C. Roles and Responsibilities of the Principal**

1. Ensure that the Procedures for School generated funds are implemented in compliance with Board Policy and Procedures.
2. Establish a deposit process plan (see sample in blue binder “Financial Support Tool for Schools”) that is appropriate for your school per Section 5: Banking/Receipts/Disbursements/Bank Reconciliations.
3. Act as one of the approved signing officers on the school bank account(s).
4. Communicate directly with the Head Secretary responsible for receipts, disbursements, banking and record keeping and ensure that he/she understands roles and responsibilities.
5. Ensure that cash handling processes are in place to adequately control the funds in the school including security over cash and records.
6. Ensure that funds raised for a specific purpose are used for the intended purpose.
7. Ensure that no staff member or members of the community are collecting and managing funds in their own bank account or at home.
8. Communicate roles and responsibilities/GAP requirements, for the collection, recording and safekeeping of funds, to all staff members involved on a periodic basis.

9. Ensure that there is a primary contact for each club or classroom, grade, involved with financial transactions.
10. Review, initial and date the monthly bank reconciliation and other reports per item #2 in Section 6: Financial Reporting.
11. Ensure that SchoolCash.Net reports are reviewed with Departmental Heads at least quarterly (once every three months) and Teachers as required and at least annually.
12. Notify the Family of Schools Superintendent and the Superintendent, Financial Services immediately about any suspicion, fraud attempt, or for any failure to follow Board policy and/or procedures.
13. Ensure that all expenses paid personally by the principal or by Board procurement card are approved by the Family of schools superintendent.
14. Do independent physical verification of safe contents at random intervals and document results.
15. Ensure that this GAP and all referenced materials associated with this GAP on Page 1 are reviewed once a year to refresh the knowledge of requirements.
16. Prepare an annual plan for school generated funds and have it approved by the Family of Schools Superintendent. (see sample plan in Blue Binder “Financial Support Tool for Schools”)
17. Ensure that vendors are paid accurately and on time.
18. Ensure that deposits are made during regular office hours by the principal or his/her designate or armoured courier as appropriate. Note that all money collected is to be deposited intact to the bank account promptly and in line with the deposit process. Expenditures are not to be paid from the cash collected. The total funds are deposited to the bank and a cheque is written to pay for expenditures.
19. Assist during internal audits as required.
20. Ensure that a bank stamped deposit slip be compared with the SchoolCash.Net record by someone other than the one depositing the funds on a random basis.
21. Ensure that all money received at the school is stored on site in a designated locked safe, which has limited and secure access. Appropriate safes can be purchased from vendors as listed in the Supply Chain Catalogue. Safe must be bolted to the floor and should be located in a secured area with very limited access.
22. Sign off on the year-end rollover “Annual Financial Report” noted in Section 6.

#### **D. Roles and Responsibilities of the Head Secretary in the School**

1. Work with Principal to implement the policy, GAP procedures and best practices for school generated funds.
2. Encourage others to adhere to the procedures for school generated funds and direct them to the Principal for any clarification or question. Advise the Principal of any deviation from the policy and procedures.
3. Act as one of the approved signing officers on the school bank account(s).
4. Counting Money: Count and verify funds received for deposit. In this case, the person who receives the funds should optimally verify the details (cash/cheques) of the funds received immediately in the presence of the person or persons giving the funds. If for any reasons this practice cannot be followed, once the deposit information is entered into the Deposit Log Book (GF 268), money should be handed over to the Head Secretary in a

sealed envelope – “Funds Received Envelope (GF 267) with signatures over the seal. The Head Secretary should immediately place the sealed envelope in the safe. In secondary schools, if the Head Secretary is not in the main office at the time the staff member brings the funds, the Funds Received Envelope may be placed in a locked drop box until the Head Secretary returns and places it in the safe. This is only intended as a temporary holding place for the funds and must not be left in the drop box overnight. Later, when the envelopes are removed from the safe and opened by the Head Secretary for counting and deposit purposes, it should be done in the presence of the principal or designate. Although it is considered best practice to have the money counted in the presence of two individuals there may be some exceptions in some single administrator schools when this is not possible. In these circumstances, once the Head Secretary counts the money they should inform the staff member via email, with a copy to the principal, of any discrepancy in the amount submitted and counted. A copy of the email must be attached to the deposit documents. It is also important that the school follow all other procedures to mitigate the loss of funds. At any point of time, money should not be left unattended.

5. Ensure that the person remitting money completes the Deposit Log Book (GF 268).
6. In secondary schools remove all contents from the locked drop box and place in the safe at the end of the day.
7. Prepare bank deposits and deposit funds at the bank on a regular basis utilizing the SchoolCash.Net deposit module, which produces automatic deposit numbers for better controls.
8. Complete the Deposit Log Book (GF 268) with additional details regarding deposit in Bank.
9. Issue cheques ensuring that all requests for payments are approved by the Principal and properly supported with an original itemized invoice/receipts and/or other original supporting documentation.
10. Pay vendors on timely basis. Advise Principal if there are any concerns.
11. Record transactions accurately and on time.
12. Complete the monthly bank reconciliation, review and clear old open items, and send it to CEC – Accounting Department before the end of the next month.
13. Print various reports monthly as outlined in the section on Financial Reporting and submit to Principal for review.
14. Print report # 2 - Detailed Category Summary Report from SchoolCash.Net system for Instructional staff as requested.
15. Assist during internal audits as required.
16. Ensure that any reimbursement request for the principal is authorized by the Family of Schools Superintendent before payment.
17. Under Principal’s direction, follow up on all returned cheques by utilizing the NSF feature of the SchoolCash.Net system.
18. Arrange for armoured courier for deposits to the bank as appropriate.

#### **E. Roles and Responsibilities of Instructional and Other Staff**

1. Collect money from students or other sources and follow referenced GAP and other materials.
2. Safeguard funds collected before handing over to the Head Secretary.

3. Count money collected and record amount and intended use of the funds on the Funds Received Envelope GF 267 as indicated in Section 5 on Banking/Receipts/Disbursements/Bank Reconciliations.
4. Ensure funds collected are delivered intact to the Head Secretary on a daily basis with all supporting deposit documentation as explained in Section 5 – Banking/Receipts/Disbursements/Bank Reconciliations. Any money collected during the day needs to be locked up or placed in a secure location. Funds handed over to the Head Secretary will be placed in the safe. Please note that expenditures are not to be paid from the cash collected. The total funds are deposited to the bank and a cheque is written to pay for expenditures.
5. Complete the Deposit Log book (GF 268) before handing over the funds to the Head Secretary. Request that money is counted in their presence. If Head Secretary is not able to count at that immediate time, it should be handed over in a sealed Funds Received Envelope (GF 267) with the teacher's signature over the seal. In secondary schools, if the Head Secretary is not in the main office at the time the staff member brings the funds, the Funds Received Envelope may be placed in a locked drop box until the Head Secretary returns and places it in the safe. This is only intended as a temporary holding place for the funds and must not be left in the drop box overnight.
6. Request and review transaction reports (Report # 2 - Detailed Category Summary Report from School Cash.Net system) on a quarterly basis and advise the Head Secretary of any discrepancy.
7. Staff requesting reimbursement or payment of an invoice must indicate that the charge on the invoice is for goods that have been received or for services performed and must indicate approval with a signature on the invoice. In addition, a School Cheque Requisition (GF 269) will be completed by the staff member indicating the invoice information including the purpose of the amount spent and if the school actually collected money or generated funds to pay for these goods or services. The School Cheque Requisition form (GF 269) along with the original itemized invoice or receipts and any other supporting documents attached are to be approved by the Principal or designate and delivered to the Head Secretary for payment.
8. Ensure details of financial activity related to their respective class or club are recorded correctly.
9. Please note that students must not be sent to the main office with the cash to be handed over to the Head Secretary, unless it is their own money and have been requested by the office to submit directly to the main office.

**F. Roles and Responsibilities of the System Support Department (CEC Accounting)**

1. Prepare the year end rollover for the School Generated Fund account and forward the Annual Financial Report to the Principal for sign off (as described in the Role of Principal).
2. Assist the internal and external auditors with information regarding School Generated Fund account activities.
3. Notify Senior Business Official of any deviation from reporting requirements or GAP.
4. Act as a resource and support to school.

## **SECTION 5: BANKING/RECEIPTS/DISBURSEMENTS/BANK RECONCILIATIONS**

### **Background**

All schools should have a bank account for school generated funds and a detailed process to record transactions in the SchoolCash.Net system. It is essential that controls be in place to assist in the management of these funds.

### **Objectives**

To simplify banking practices while:

- ensuring security of funds
- protecting those responsible for handling the money
- ensuring that the funds collected are deposited and correctly recorded
- maintaining adequate records (the “SchoolCash.Net System” banking module must be used by all schools to record and account for school generated fund activity)

### **Specifics**

The following practices represent the minimum procedures recognizing the balance between limited staffing and the need to meet basic security and reporting requirements.

#### **A. Establishing a Bank Account**

1. The school should have only one “school generated funds” bank account in addition to the school council, petty cash and athletic petty cash bank accounts. No other bank account is permitted unless in exceptional circumstances with the prior approval of the Family of Schools Superintendent and the Superintendent of Financial Services and Treasurer.
2. The bank account shall be in the name of the school.
3. Cheques for the school generated fund bank account should be serially pre-numbered and ideally have two remittance stubs attached. One cheque stub goes with the cheque issued to provide details to the payee. The other cheque stub is to be attached to the original supporting documentation and filed.
4. The bank account must require at least two authorized signatures. The Principal must be one of the signing officers and the Head Secretary is the other signor. In an emergency or during lengthy staff absences, the Family Superintendent will act as signing officer for school bank account(s).
5. It is acceptable, based on the size of the school, to have up to four signing officers. The other signing officers must be Vice Principals. The Principal must be one of the four.
6. The bank account established should be such that statements are issued on a monthly basis along with returned cheques.
7. The bank statements should cut-off on the last day of the month. The bank statements should be sent to the address of the school.

8. Copies of bank documents to support the authorized signatories and specifications for all banking services should be retained in a permanent file.

## **B. Receipts**

1. All money received at the school is to be stored on site in a designated locked safe, which has limited and secure access. Appropriate safes can be purchased from vendors as listed in the Supply Chain Catalogue. Safe must be bolted to the floor and it should be located in a secured area with very limited access.
2. All schools must maintain a Deposit Log Book (GF 268 is available from Financial Services) The information regarding the money collected will be entered in the Deposit Log Book (GF 268) by a staff member before handing over the funds. The Head Secretary enters the deposit date and the SchoolCash.Net deposit # in the Deposit Log Book (GF 268).
3. The school should document and implement a deposit process plan (sample is located in the Blue Binder “Financial Support Tool for Schools” which indicates the timing of deposits and the maximum amount of money that can be maintained at the school before it must be deposited.
4. All money collected is to be deposited intact to the bank account promptly and in line with the deposit process plan. Expenditures are not to be paid from the cash collected. The total funds are deposited to the bank and a cheque is written to pay for expenditures. All staff collecting money must complete and sign a Funds Received Envelope (GF 267) that indicates the amounts of cash and cheques collected. The funds along with all supporting information including the class roster/team list and the trip details, as appropriate, to be given to the Head Secretary. The staff member ensures that the approval of the principal or the designate is obtained on the class roster for students requiring financial assistance before providing it to the Head Secretary. Staff must enter the deposit information into the Deposit Log Book (GF 268) before submitting the Head Secretary.
5. Counting Money: Optimally, money should be counted in the presence of two individuals - for example, the Head Secretary should count the money in the presence of the person submitting the money. If for any reason this practice cannot be followed, money should be handed over to the Head Secretary in a sealed envelope with signatures over the seal. The Head Secretary should place the sealed Funds Received Envelope (GF 267) in the safe immediately. In secondary schools, if the Head Secretary is not in the main office at the time the staff member brings the funds, the Funds Received Envelope may be placed in a locked drop box until the Head Secretary returns and places it in the safe. This is only intended as a temporary holding place for the funds and must not be left in the drop box overnight. Later, when the envelopes are removed from the safe and opened by the Head Secretary for counting and deposit purposes, it should be done in the presence of the principal or designate. Although it is considered best practice to have the money counted in the presence of two individuals there may be some exceptions in some single administrator schools when this is not possible. In these circumstances, once the Head Secretary counts the money they should inform the staff member via email, with a copy to the principal, of any discrepancy in the amount submitted and counted. A copy of the email must be attached to the deposit documents. It is also important that the school follow all

other procedures to mitigate the loss of funds. At any point of time, money should not be left unattended.

6. Ideally, the copy of a Funds Received Envelope (GF 267) indicating the actual money count is returned to the staff member who originally submitted the funds in order to confirm the amount remitted. This practice reduces the risk of lost funds. However, if for any reason, this practice cannot be followed, the Principal must ensure that all other mitigating controls, namely completion of Deposit Log Book by staff member and review of reports by the principal as well as staff members are followed.
7. The Head Secretary retains the deposit documentation as follows: a) Bank Slip, b) SchoolCash.Net Deposit Form (sample is located in Blue Binder “Financial Support Tool for Schools” indicating the denomination and the deposit #, c) Category list of the total deposit, d) Funds Received Envelope (GF 267) for all the staff members’ deposits and other supporting documentation, such as letter from Pepsi for commission, etc., e) Class Roster indicating cash/cheque students requiring financial assistance, f) Approved Field trip Form, where applicable, g) Letter sent home, where applicable.
8. Another payment alternative provided at Secondary schools is debit/credit card payment processing. Schools are required to record the transactions in the SchoolCash.Net system based on the reports printed from the web based e-Select system (Moneris Solutions). All reports are retained with other financial documents for seven years. Confidential credit card information must be shredded three months after the completion of school year.
9. Students must not be sent to the main office with the cash to be handed over to the Head Secretary, unless it is their own money and have been requested by the office to submit directly to the main office.

### **C. Expenditures**

1. All expenditures/payments must be recorded promptly and accurately with complete description indicating the purpose of cheque issued.
2. All payments must be made by cheque. All cheques issued must include a payee, purpose/description and the dollar value inscribed clearly on the cheque/stub.
3. Pre-signing of cheques in blank is not permitted. Signature stamps are not permitted.
4. Payments should only be made upon the presentation of original itemized invoices (not company statements), original itemized receipts or other appropriate supporting documentation approved by the Principal.
5. Payment of invoices is a three step process:
  - a) The person requesting payment of an invoice is to indicate that the charge on the invoice is for goods that have been received or for services performed and must indicate approval with a signature on the invoice. In addition, a School Cheque Requisition form (GF 269) will be completed by the staff member indicating the invoice information including the purpose of the amount spent and if the school actually collected money or generated funds to pay for these goods or services. The School Cheque Requisition form (GF 269) along with the original itemized invoice or receipts and any other supporting documents will be approved by the principal and forwarded to the Head Secretary for issuing a cheque.
  - b) The original itemized invoice and supporting documents must be attached to the cheque and submitted to the cheque signer for review. The cheque signer should

indicate this review and authorization to pay the invoice with a signature on the invoice. One of the authorized signatories must be the principal.

- c) After the cheque is signed, the original invoice should be marked “paid” to preclude any duplicate payment. The remittance stub should be attached to the invoice.
6. Cheques made payable to cash are not acceptable.
7. Reimbursements to Principals, based on the Principal’s personal credit card or other payment method, must be approved by their Family of Schools Superintendent. This is set out in GAP #704.03 – Request Form for Reimbursement of Business Expenditures.
8. Using the number control feature in the SchoolCash.Net system, all cheques should be accounted for. Voided cheques must be retained on file.
9. Unused cheques must be stored in a designated, locked, secure location in order to prevent loss or theft.

#### **D. Bank Reconciliations**

1. Bank reconciliations must be completed on a monthly basis.
2. The SchoolCash.Net System (Report #11M) provides the ability to perform these reconciliations.
3. Cheques not cashed within six months should be investigated and reversed in records after issuing a stop payment to the bank.
4. The Principal shall review the monthly bank reconciliation and its supporting documentation. Any unusual, large or dated items should be questioned and researched. The Principal signs the bank reconciliation indicating their review and approval.
5. Bank reconciliations are to be filed and maintained in a locked cabinet. A copy of each month’s bank reconciliation must be sent to the Accounting Department by the end of the following month.

### **SECTION 6: FINANCIAL REPORTING**

#### **Background**

A substantial amount of money is generated in schools for the benefit of students. The Principal is accountable for the money to both the school community and the Board. Financial reports demonstrate accountability and, at the same time provide information for decision-making.

#### **Specifics**

- The financial reports shall be printed under the direction of the Principal.
- The reports shall encompass all money generated in the name of or under the auspices of the school regardless of its source or use.
- The fiscal year for the reports shall be September 1 to August 31.
  - A final annual report from September 1, to August 31 will be submitted to the Family Superintendent for review and approval and to the Accounting Department at the CEC for Financial Reporting Purposes.
- The Principal shall review, sign and date all reports.



- The reports shall be kept with the records for the school generated funds for seven years.

All schools are using a common accounting software program for school generated funds (SchoolCash.Net). The system can generate a number of pre-formatted reports in order to:

- Meet the information and reporting needs of the Principal at each school
- Meet the reporting needs of the Family of Schools Superintendent's annual plan and annual report review of each schools fund activity and balances.
- Meet the needs, under the Public Sector Accounting Board Standards (PSAB), for inclusion in the Board's financial statements.
- Meet the needs of the Ministry's standardized reporting requirement of five major components.

## **Required Reports**

This section outlines the reports that are required to be used to manage and administer school generated funds. Most of these reports can be generated and printed from the SchoolCash.net accounting system. The report descriptions that follow are intended to give a general picture of the reports that are required to manage school generated funds.

### **1. Annual Plan for School generated Funds – see Financial Support Tool for Schools (blue binder) for a sample. Also please note that this report is not produced by school based accounting system.**

The Plan for School generated funds shows how you intend to raise the funds, the amounts projected to be raised, the associated fund-raising costs and the purpose to which the net proceeds will be applied.

The Plan will be prepared at the beginning of the school year by the Principal after seeking sufficient and appropriate input from the school community. The purpose of the Plan is to identify the activities that will take place, ensure that they are in accordance with Board policies, procedures and guidelines and to determine at the end of the year if the expectations were met.

The Plan will include all money generated in the name of or under the auspices of the school regardless of its source or use and indicate the following:

- The source of revenue
- The anticipated proceeds
- The anticipated expenses
- The anticipated net proceeds
- The purpose for which the net proceeds will be used

A copy of the Plan, signed by the Principal, will be submitted to the Family of Schools Superintendent for approval.

The Family of Schools Superintendent should review and return a signed copy of the Plan to the school by October 31. In the interim period (September 1 – October 31), activities similar to those in previous years may be undertaken.

A copy of the approved Plan will be kept in the school and used in conjunction with the review of the monthly and annual financial reports. It is suggested that the approved Plan be communicated to the school community. Please refer to the Financial Support Tool (blue binder) for a sample.

**2. Monthly Bank Reconciliation including Overview summary of all categories (Report #11L – Reconciliations Overview Summary of All Categories Report and 11M – Reconciliation Detail Report)**

Each month, the bank account balance will be reconciled to the School Cash.Net balance at month end. Once the monthly bank reconciliation is completed and printed, the School Cash.Net system also prints with it the Reconciliation - Overview summary of all categories. The form and content of this report is discussed in Section 5 - “Banking/Receipts/Disbursements/Bank Reconciliations”. Please refer to the blue binder for sample reports and guidelines on how to review bank reconciliation.

The Reconciliation – Overview summary of all categories (Report #11L) will show for each category:

- Beginning balance – total for the fund at the end of the previous year
- Total receipts during the period
- Total disbursements during the period
- Net proceeds
- Total transfers to/from other categories
- Closing balance

This report along with the bank statement(s) should be sent to the Accounting Department at the end of next month after its review by the Principal.

**3. Detailed Category Summary - All transactions to date (Report # 2 – Detailed Category Summary Report)**

The Detailed Category Summary – All transactions for school generated funds will be generated for the period from beginning of the fiscal year and ending at the end of each month. This report will be printed by the Head Secretary along with other reports in 2 above. This report outlines the activity from the beginning of school year to date for each category.

**4. Transfer Reports**

The Transfer Report by Date for school generated funds will be generated for the period from beginning of the fiscal year and ending at the end of each month. This report will be printed

by the Head Secretary along with other reports in 2 and 3 above. This report will list all the transfers made between categories.

**5. Additional Detail Reporting to Ministry**

Public Sector accounting requires the inclusion of all school generated funds in school board financial statements. By categorizing various revenues and expenditures, the information becomes relevant and useful.

The school generated funds chart of account (categories) have been grouped under following five major expense and revenue components by elementary and secondary for Ministry reporting purposes: This reporting is executed at the Board level annually.

	Revenue Components	Expenditure Components
1	Field Trips/Excursions (including admission, transportation and accommodation)	Field Trips/Excursions (including admission, transportation and accommodation)
2	Capital asset fundraising	Capital assets
3	Fundraising for external charities	Donations to external charities
4	Student activities and resources (including fees)	Student activities and resources (including school resources and supplies, library resources, sporting activities)
5	Other	Other

**6. Annual Reports**

In addition to the reports listed in previous paragraphs, each school should also prepare an annual report on school generated funds to meet the public’s expectations and demonstrate stewardship for public dollars. The school community must be informed as to how proceeds from fundraising, fees, and corporate donations are used.

The annual reports will be for the twelve months period September 1 to August 31.

This report is required to be submitted to the Family Superintendent for review and approval.

**SECTION 7: DEVELOPING AND SUPPORTING SCHOOL GENERATED FUNDS, CASH BALANCES AND INVESTMENTS**

The underlying philosophy with school generated fund activity is, ideally, that funds raised by students in a given year should be spent on students within the same year.

Funds are generated in schools from a number of different sources and used in a number of different ways. As a result of these activities, and particularly the timing of these activities, not all funds raised during a school year will be spent in that year, and excess cash balances may develop.

This policy provides direction toward this philosophy on what are reasonable cash balances that may accumulate or be maintained, the types of projects and their timeframes, and how these are to be disclosed and communicated to the school community.

The rationale for developing and supporting a cash balance should be based on sound accountability practices. This information also needs to be included in the annual plan. Some of the “factors” and examples to illustrate these factors that could be taken into account are:

1. **Student activity fees** – These funds are fees raised from students in one school year, which are registering in the next school year and are to be spent in that year. Part of the fund balance would represent this amount.
2. **Delays in timing** between when funds are raised in one year and when they are spent in the next year. Possible examples are:
  - Planned major excursion trips in the next year.
  - Projects planned for one year but delayed to the next.
3. **One-time projects** – These are projects both planned and unplanned that occur during the year. Funds may be raised for these projects but may not be enough to offset their costs. Possible examples are:
  - Major sports championship competitions, drama productions, symposiums etc.
4. **Planned multi-year projects** – These are projects supported by the needs of the school community but due to their nature and cost may take a number of years to either save for their expenditure or their implementation. Examples are:
  - literacy room and books
  - buy-outs of school vans coming off lease
  - audio-video and security enhancements
  - physical school enhancements
5. **Contingency to fund school budget deficits** – Unplanned or unexpectedly large expenditures may create a deficit in the school’s normal operating budget in any given year. A contingency fund could act as a reserve to cover or mitigate these deficits. All such applications of funds to potential operating deficits must be reviewed and approved by the appropriate Family of Schools Superintendent. Refer to Fundraising policy and procedures.

Where a school has excess school generated funds, they may be invested in the name of the school as permitted by Reg. 41/10 of the Education Act (Board borrowing, investing and other financial matters). These funds should be invested on a short term basis (i.e. less than a year). Please note that the regulations do not permit the investment of funds in securities. Schools may invest in Deposit Receipts, Deposit Notes, Certificates of Deposits such as Guaranteed Investment Certificates (GICs), that are issued, guaranteed or endorsed by a bank listed in Schedule I or II of the *Bank Act* (Canada), a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*, or a credit union.

## **SECTION 8: RECORDS RETENTION AND CONCLUSION**

### **Records Retention**

All original documents, including paid invoices, cancelled cheques, bank statements, support for deposits, bank reconciliations and all the reports shall be retained for seven years. It is recommended that the records of each year be boxed, labelled and stored in the school.

**Conclusion**

Schools are entrusted with the safekeeping of funds raised by the school through students, their families and the community. The goal is to have controls that ensure money is safeguarded, handled appropriately, that staff are protected and that records are accurate, up-to-date and useful while being transparent and accountable.

**GAP 722.00**  
**ADMINISTRATION OF SCHOOL COUNCIL FUNDS**

<b>SECTION:</b>	<b>700 FACILITIES, EQUIPMENT, FINANCE</b>
<b>GAP NUMBER:</b>	<b>722.00</b>
<b>SUBJECT:</b>	<b>Administration of School Council Funds</b>
<b>REFERENCE:</b>	Education Act Regulation 612 Policy 4.20 Fundraising Policy 5.30 Supply Chain Management GAP 538.00 Fundraising GAP 704.02 Administration of School Generated Funds GAP 706.00 Supply Chain Management Administrative Procedures
<b>EFFECTIVE:</b>	September 2, 2008
<b>REVISED/AMENDED</b>	Admin Council, December 15, 2008; Admin Council, October 28, 2013
<b>REPLACES:</b>	722.00
<b>PAGE</b>	1 of 13

**Background**

Under the *Education Act Regulation 612*, school boards in Ontario are required to establish a School Council for each school within the board. These School Councils are advisory bodies that may make recommendations to the school Principal or the board on any matter.

Many School Councils perform fundraising activities in the name of the school and as such are required to conform to the appropriate sections of *Regulation 612* that deal with fundraising issues. The Principal is ultimately responsible for activities related to the school and therefore is also responsible for School Council activities.

These guidelines apply to all funds that are received, raised, or collected in the name of the school or School Council.

**A. Ownership of School Council Funds**

The Ministry of Education’s document, *School Councils a Guide for Members (2002)*, states **“School Councils should be aware that, because the school board is a corporate entity and the school is not, any funds raised by the School Council (and any assets purchased with**

**those funds) belong, legally, to the board”.** Fundraising for schools by School Councils is a partnership between the school, the board and the fundraising group.

Each board determines acceptable and unacceptable uses of School Generated funds activity of School Councils.

- A 1. A description of the types of revenues and expenditures that comprise School Generated funds are found in the board’s GAP 704.02 – Accounting – The Administration of School Generated Funds.
- A 2. Policy 4.20 – Fundraising and GAP 538.00 Fundraising
- A 3. All purchases made using School Generated funds must comply with board policy and procedures.
- A 4. Catholic School Council Resource Handbook, 2002
- A 5. Any relevant board policies with which to ensure compliance.

## **B. Accountability – Roles and Responsibilities**

### **Background**

The Board has a responsibility to ensure that all School Generated funds are collected in accordance with Board policies and municipal, provincial and federal laws and regulations. This responsibility includes ensuring that all funds are adequately protected, that they are controlled through proper accounting procedures and that accountability for the funds is maintained.

### **Objectives**

To clarify the roles and responsibilities of individuals involved in School Generated funds.

#### **Roles and Responsibilities of the Senior Business Official or Designate:**

- B 1. Refer to Accounting – The Administration of School Generated Funds (GAP 704.02).

#### **Roles and Responsibilities of the Family of Schools Superintendent:**

- B 2. Refer to Accounting – The Administration of School Generated Funds (GAP 704.02).

#### **Roles and Responsibilities of the Principal (as they relate to School Council):**

- B 3. **Ensure that the Administration of School Generated Funds (GAP 704.02) and Administration of School Council Funds (GAP 722.00) are implemented in compliance with Board Policy.**
- B 4. Act as one of the approved signing officers on the School Council bank account.
- B 5. Review, date and sign the monthly Bank Statement, Bank Reconciliation (KEV 1) and School Council Treasurer’s Report (SC 1).
- B 6. Review, date and sign the semi-annual and annual School Council Summary of Financial Activities Report (SC 2).

- B 7. Distribute and/or make available to the school community the School Council Annual Financial Report as outlined in the Financial Reporting section of this procedure.
- B 8. Advise Family of School Superintendent and Superintendent of Financial Services of any deviations from GAP.
- B 9. Ensure appropriate signing authority has been communicated to the bank as per **Administration of School Generated Funds (GAP 704.02)**. Periodically review the list of authorized signing officers at the bank to ensure that it is current and all necessary staffing changes have been implemented.
- B 10. Report lost or stolen funds immediately to the Family of School Superintendent and the Senior Business Official.
- B 11. Designate staff to follow-up on all cheques returned by the bank, in a timely manner.

**Roles and Responsibilities of School Council Chair:**

- B 12. Work with the Principal to ensure that the sources and uses of School Council funds comply with board policy and the established guidelines.
- B 13. Ensure fundraising activities involving the students and/or the school are in compliance with Board policies and procedures and no direct or indirect benefit is derived by a member of the School Council.
- B 14. Ensure that School Council members are aware that where conflicts of interest exist, they are disclosed.
- B 15. Review, date and sign the monthly School Council Treasurer's Report (SC 1).
- B 16. Review, date and sign the semi-annual and annual School Council Summary of Financial Activities Report (SC 2).
- B 17. Distribute and/or make available the School Council Annual Financial Report as indicated in the section on School Councils.
- B 18. Act as one of the approved signing officers on the School Council Cheque Requisition Form (GF# 500).
- B 19. Elect and ensure the Treasurer understands his/her responsibility for receipts, requisitions and record keeping.
- B 20. Work with the Principal to ensure the processes are in place to adequately control the funds and ensure security over cash and records of the School Council.
- B 21. It is recommended that the School Council Treasurer position be for a term not to exceed two terms. This may not always be possible.
- B 22. Review records of the School Council periodically.
- B 23. Ensure that the Treasurer publicly presents the financial report and bank reconciliation at all School Council meetings.
- B 24. Ensure that all financial reports are available in the school for review by the school community.

**Roles and Responsibilities of School Council Treasurer:**

- B 25. May act as one of the approved signing officers on the School Council Cheque Requisition Form (GF# 500).
- B 26. Ensure all School Council Cheque Requisition Forms (GF# 500) are numbered in a unique sequential order as directed by School Council.



- B 27. Ensure all unused School Council Cheque Requisition Forms (GF# 500) are kept in a secure locked area.
- B 28. Ensure all voided School Council Cheque Requisition Forms (GF# 500) are marked VOID and that the:
  - pink copy is kept by School Council
  - white and yellow copy sent to the school.
- B 29. Count and verify the funds received for deposit immediately in the presence of the person(s) giving the funds and complete the School Council Funds Received Form (GF# 501).
- B 30. Prepare bank deposits and deposit funds at the bank as noted in Section C of these procedures. Provide the deposit slip copy along with the completed School Council Funds Received Form (GF# 501) to the designated individual in the school (funds may also be deposited by the Principal or Designated Individual).
- B 31. Assist the designated individual in the school in keeping proper accounting records by providing any missing information regarding deposits or cheques.
- B 32. Review, date and sign the monthly Bank Reconciliation (KEV 1) and School Council Treasurer's Report (SC 1).
- B 33. Review, date and sign the semi-annual and annual School Council Summary of Financial Activities Report (SC 2).
- B 34. Provide ongoing bank reconciliation and/or financial/accounting reports to the School Council and parent community.

**Roles and Responsibilities of the Designated Individual in the School:**

- B 35. Implement the guidelines for School Council funds as outlined by GAP.
- B 36. Act as one of the approved signing officers on the School Council bank account.
- B 37. Issue cheques ensuring that all requests for payments are properly supported by School Council Cheque Requisition Forms (GF# 500) approved by School Council Chair and/or Treasurer and approved by the Principal.
- B 38. Record transactions on a regular basis.
- B 39. Generate the Monthly Bank Reconciliation (KEV 1) by the end of the following month.
- B 40. Forward the monthly Bank Statement and Bank Reconciliation (KEV 1) once signed by the Principal, School Council Chair and Treasurer to the Financial Services Department.
- B 41. Prepare transaction reports as required.
- B 42. Advise the Principal of any deviations from GAP.
- B 43. Assist during internal audit as required.

**Roles and Responsibilities of the Financial Analyst (CEC Accounting):**

- B 44. Prepare the year end rollover for the School Council account and forward the Annual Financial Report to the Principal for sign off (as described in the Role of Principal).
- B 45. Assist the internal and external auditors with information regarding School Council activities.
- B 46. Notify Senior Business Official of any deviation from reporting guidelines.

## **C. Banking/Receipts/Disbursements**

### **Background**

All schools will have a bank account for School Council Funds and a process to record transactions. It is essential that controls be in place to assist in the management of these funds.

### **Objectives**

To simplify banking practices while maintaining compliance with Ministry regulations:

- ensure security of funds
- protect those responsible for handling the money
- ensure that the funds collected are deposited and correctly recorded
- maintain adequate records.

### **Specifics**

The following practices represent the minimum procedures recognizing the balance between limited staffing and the need to meet basic security and reporting requirements.

#### **Establishing a Bank Account:**

- C 1. The school will have only **one** School Council Funds bank account at the school's bank and branch.
- C 2. The School Council Funds bank account will be in the name of the school, and identified as "School Council Account". Cheques for the School Council Funds bank account shall be serially pre-numbered.
- C 3. The bank account must require at least two authorized signatures. The Principal must be one of the signing officers and the Designated Individual is the other signor. In an emergency or during lengthy staff absences, the Family Superintendent will act as signing officer for school bank account(s). It is acceptable, based on the size of the school, to have up to four signing officers. The other signing officers must be Vice Principals. The Principal must be one of the four. **(Periodically review the list of authorized signing officers at the bank to ensure that it is current and all necessary staffing changes have been implemented.)**
- C 4. It is acceptable to have up to four signing officers as designated by the principal.
- C 5. The established School Council Funds bank account should be such that statements are issued on a monthly basis along with returned cheques. The bank statement should cut-off on the last day of the calendar month.
- C 6. The address on the bank statement will be that of the school.
- C 7. A copy of the bank resolution(s) indicating authorized signatories and specifications for all banking services must be retained on file.

**Receipts:**

- C 8. All money received at the school is to be stored on site in a designated locked safe which has limited and secure access. Appropriate safes are to be purchased from vendors as listed in the Supply Chain Catalogue. Safes must be bolted to the floor and are to be located in a secured area with very limited access.
- C 9. All schools must maintain a Deposit Log Book (GF #268). The information regarding the money collected will be entered in the Deposit Log Book (GF #268) by a designated School Council member. The Head Secretary enters the deposit date and the SchoolCash.Net deposit # in the Deposit Log Book (GF #268).
- C 10. Deposits are to be made promptly in accordance with the school's deposit process plan which indicates the timing of deposits and the maximum amount of money that can be maintained at the school before it must be deposited.
- C 11. All money collected is to be deposited intact to the bank account promptly. This means that expenditures are **not paid from the cash collected**. The total funds are deposited to the bank and a cheque is written to pay for any expenditure.
- C 12. All money collected must be counted and verified in the presence of two individuals (one must be the Treasurer/Designate) and the School Council Funds Received Form (GF# 501) must be signed.
- C 13. The white and yellow copies of the School Council Funds Received Form (GF# 501) along with a copy of the bank stamped deposit form must be forwarded to the school for recording purposes. Once deposit has been recorded in KEV, yellow copy of School Council Funds Received Form (GF# 501) with the KEV Deposit # recorded on it will be returned to the School Council.
- C 14. All cheques returned to the bank as NSF will be forwarded to the School Principal for follow up.
- C 15. All cheques received for deposit, must have identified explanation of activity/event written on the memo line on the front of the cheque.

**Disbursements:**

- C 16. All disbursements should be recorded promptly.
- C 17. All payments must be made by cheque.
- C 18. Pre-signing of cheques is not acceptable. Signature stamps are not acceptable.
- C 19. Any expenditure of School Council money requires the approval of the School Council Chair/Treasurer and of the Principal. To facilitate the issuing of cheques for ongoing activities such as the payment for pizza on pizza days, the School Council may wish to preauthorize payment for these ongoing activities. These will be reported at the next School Council meeting. Other disbursements would require School Council approval prior to the initiation of the purchase.
- C 20. Payments must only be made upon the presentation of original invoices, receipts or other appropriate supporting documentation. Payments must not be made based on company/vendor statements.
- C 21. When a cheque is issued, the School Council Cheque Requisition Forms (GF# 500) must be marked "paid" and the cheque number and date recorded on the original documentation.
- C 22. Cheques made payable to **cash or payments in advance** are not acceptable.

- C 23. Using the number control feature, all cheques should be accounted for. Voided cheques should be retained on file for audit purposes.
- C 24. Unused cheques should be stored in a designated, secure location in order to prevent loss or theft.

## **D. Financial Reporting**

### **Background**

A substantial amount of money is generated in schools for the benefit of students. The Principal is accountable for the money to both the school community and the Board. Financial statements demonstrate accountability and, at the same time provide information for decision-making needed by the school community and the Board. To enable the School Council to manage and monitor School Council funds and fundraising activities, current financial information is required. To achieve this goal, monthly reports outlining the sources and uses of the funds and the current financial position of the School Council are required.

### **Monthly Financial Reporting**

Monthly reports can be in many different formats. At a minimum, these reports should include:

Bank Reconciliation (see Sample KEV 1) containing:

- The bank balance on the bank statement.
- Plus outstanding deposits, including details of deposits.
- Less outstanding cheques, including a detailed listing of cheques and any adjustments required (i.e. bank charges etc.).
- The balance shown in the Treasurer's records.

Treasurer's Report (see Sample SC 1) containing:

- Monthly School Council opening balance in records (should equal last month's closing balance).
- Deposits made during the month.
- Cheques issued or any other charges to the account during the period.
- Closing balance in records (the following month opening balance).

### **Annual Financial Reporting**

The fiscal year for School Councils is September 1 to August 31 of the following year. This is the same as the board's fiscal year prescribed by the Province of Ontario. Annual financial reports shall reflect the activities undertaken during this timeframe. As part of the School Council Annual Report, the Treasurer will prepare a summary of the financial activities (See Sample SC 2.).

## **Records Retention**

All original documents, including paid invoices, cancelled cheques, bank statements, support for all deposits and bank reconciliations shall be retained for **seven years**. It is recommended that the records of each year be boxed, labelled and stored in the school.

## **Investments**

Where a School Council has excess funds, they may be invested in the name of the school as permitted by board policy.

## **Timelines:**

- Provide deposit information to Designated Individual in the school no later than 3 business days following deposit.
- Allow 3 – 5 days turnaround for all School Council Cheque Requisition Forms (GF# 500) to be processed by designated individual in the school.
- Prior to September 30<sup>th</sup> each year, provide an annual summary of financial activity for the School Council annual report.

Monthly Bank Reconciliation

ABC Catholic Elementary

**XYZ Bank Branch #: 0003 Acct #: 3300-333**

ABC SCHOOL COUNCIL

**as at: May 30, 2008**

**School Banking Ledger Balance as at: May 30, 2008 \$4,413.45**

**Commercial Bank Balance as at: May 30, 2008 \$7,216.29**

**Less: Outstanding Cheques -**

<u>Date</u>	<u>Transaction</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>
Mav8/08	Cheq# 93	Drama Works Ltd	\$607.50	
Mav20/08	Cheq# 95	Kinder Class	\$483.00	
Mav26/08	Cheq# 96	Camp End Trip	\$1,712.34	
				\$2,802.84

**Adjusted Bank Balance: (Current Bank Balance less Outstanding Transactions) \$4,413.45**

**Difference: \$0.00**

**Add: Investments**

**Total Bank and Investments \$4,413.45**

Approval: \_\_\_\_\_  
Principal/Supervisor Signature

Approval: \_\_\_\_\_  
Chairperson/Treasurer Signature

RECONCILIATION - OVERVIEW SUMMARY OF ALL CATEGORIES  
SUB-TOTAL BY CATEGORY SERIES

Sep 20, 2007-May 30, 2008  
Date ... Range

ABC Catholic Elementary  
XYZ Bank – ABC School Council

Category		Opening Balance	Expense	Revenue	Transfers Out	Transfers In	Balance
<b>School Council</b>							
Administrative General	7000	\$11,576.19	\$346.94	\$612.89			\$11,842.14
Agendas	7005	-\$1,331.13	\$521.18	\$0.00			-\$1,852.31
Class Allotments	7010	-\$485.00	\$774.74	\$0.00			-\$1,259.74
Cultural Performance	7015	-\$160.50	\$693.00	\$0.00			-\$853.50
Donations	7020	-\$1,150.63	\$890.00	\$542.00			-\$1,498.63
Fundraising	7025	\$8,485.15	\$408.06	\$7,057.63			\$15,134.72
Holiday Celebrations	7030	-\$596.88	\$258.25	\$340.00			-\$510.13
Library Books	7035	-\$1,443.40	\$508.72	\$13.25			-\$1,938.87
Student Events/Activities	7040	-\$8,676.11	\$5,290.86	\$1,081.98			-\$12,884.99
Transportation	7045	-\$1,521.53	\$243.71	\$0.00			-\$1,765.24
		<b>\$4,696.16</b>	<b>\$9,930.46</b>	<b>\$9,647.75</b>			<b>\$4,413.45</b>
		<b>\$4,696.16</b>	<b>\$9,930.46</b>	<b>\$9,647.75</b>			<b>\$4,413.45</b>
						Total Investments	
						Total Bank and Investments	<b>\$4,413.45</b>

**(Name of School Council)**

**Monthly School Council Treasurer’s Report**

Month End (Month/Year):

Opening Cash Balance per books: \$ (A)

Add: Sources of Revenue (during month):

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

Total Sources of Revenue \$ (B)

Less: Expenditures (during month):

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

Total Expenditures \$ (C)

Funds Remaining per Books (A + B – C) \$ (D)  
 (Agrees with KEV 1 Monthly Bank Reconciliation)

Less: Outstanding Commitments

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

Total Commitments \$ (F)

Projected Funds Remaining (D – F) \$

Principal Date

School Council Chair Date

School Council Treasurer Date



**Financial Reports – An Example**

**(Name of School Council)**

**Summary of Financial Activities  
For the year ended August 31, 20XX**

Cash on hand at the beginning of the year, September 1, 200? \$ 5,103.56  
 Total of investments held at the beginning of the year 5,000.00

**Total funds on hand at beginning of the year** \$ 10,103.56

**Add: Summary of total funds raised and the net proceeds from these fundraisings.** 12,515.00

Activity	Revenue	Expenditure	Net Proceeds
Pizza days	4,500	3,200	1,300
Dance-a-thon	7,000	4,000	3,000
Chocolate drive	23,000	18,000	5,000
Poinsettia drive	1,000	700	300
Donations	2,500		2,500
Miscellaneous	230		230
DPCDSB	185		185
<b>TOTAL</b>	<b>38,415</b>	<b>25,900</b>	<b>12,515</b>

**Total funds available for projects** \$ **22,618.56**

Less: Summary of total funds disbursed during year

Donations \$ 2,500  
 Disbursements to School  
     Literacy program \$ 4,000  
     Artists in the School 1,000  
     Graduation 500  
     Curtains 2,000  
     Library 3,000  
     Computer lease 6,000 16,500  
 Landscaping 500  
 Teacher recognition BBQ 750  
 Administrative expenses 150 20,400.00

Cash on hand at end of year \$ 2,218.56

**Add:** Total of investments held at end of year 0

**Total funds on hand at end of year.** \$ **2,218.56**

Principal \_\_\_\_\_ Date

School Council Chair - \_\_\_\_\_ Date

School Council Treasurer - \_\_\_\_\_ Date

## **PUBLIC SECTOR ACCOUNTING BOARD AND SCHOOL BOARD FINANCIAL REPORTING**

### **Introduction and Background**

Those given control of public money face two great tasks. First, they must make sure that the public's money is spent wisely. Second, and nearly as important, they must be able to show that it has been spent wisely. Financial statements, clearly presented and externally verified, make an important contribution to this second role. With this in mind, in March 2004, following significant discussion and input from school boards, the boards' external auditors, and the Canadian Institute of Chartered Accountants (CICA), the Ministry of Education announced that Ontario's school boards would be required to adopt Public Sector Accounting Board (PSAB) recommendations for local governments as their financial reporting standard.

PSAB stands for the Public Sector Accounting Board of the CICA. This body sets the financial reporting standards and generally accepted accounting principles for governments with an eye on enhancing the usefulness of public sector financial statement information and the usefulness of public sector financial and non-financial performance information.

PSAB standards require that the revenue, expenditure, assets and liabilities of all organizations "controlled" by the board must be reported in the board's financial statements. This requirement may affect organizations such as cooperatives and foundations and also applies to funds raised by local schools. Control is defined in the PSA Handbook.

Although funds collected and spent by various schools and School Councils must be included in the financial statements, boards, schools and School Councils should note that this reporting in no way affects the control and management of these funds. School Councils, Student Councils or teacher/parent groups will still be able to raise funds in the same manner as previously and they will still be responsible for how those funds are used. Only summary information on school funds will be presented in the board's financial statements. The amounts involved will not be reported in the board's financial statements on a school-by-school basis.

**(SOURCE:** PSAB & School Board Financial Reporting – A General Guide; Ministry of Education, Page 4).PSAB & School Board Financial Reporting – A General Guide; Ministry of Education, Page 4)

## **SCHOOL COUNCILS, FUNDRAISING, ANNUAL REPORTS AND FINANCIAL STATEMENTS**

**SOURCE:** Extracts from “School Councils – A Guide for Members, 1995, Revised 2002”

### **FUNDRAISING**

Some School Councils may decide to include fundraising as one of their priorities. Fundraising activities may be conducted as long as they are in accordance with board policies and procedures and the funds raised are to be used for a purpose approved by the board. A School Council may find that it is unable to continue a fundraising activity in which it was previously involved, as the funds raised are not used for a purpose approved by the board. Similarly, a School Council may find that it must change the way in which it fund-raises for an approved purpose to comply with board policies and procedures.

School Councils should be aware that, because the school board is a corporate entity and the school is not, any funds raised by the School Council (and any assets purchased with those funds) belong, legally, to the board. The board may have policies specifying that all monies raised by the School Council (and any assets purchased by the School Council) will remain with the school. However, such policies are not legally binding in the event that the school is closed.

All fundraising activities conducted by the School Council must be included in the Annual Report prepared by the School Council. (See Section 10: Accountability).

### **ANNUAL REPORTS**

At the end of its term, your School Council must prepare and submit a written report to the school and to the board, outlining the School Council’s goals, activities, and achievements, including any fundraising activities.

The Annual Report will also include the annual financial statements.

The principal, on behalf of the School Council, must ensure that a copy of this Annual Report is provided to every parent who has a child enrolled in the school.

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## GAP 538 – FUNDRAISING

<b>SECTION:</b>	<b>500 SCHOOL ORGANIZATION AND MANAGEMENT</b>
<b>GAP NUMBER:</b>	<b>538.00</b>
<b>SUBJECT:</b>	<b>FUNDRAISING</b>
<b>REFERENCE:</b>	Policy 1.01; Policy 4.20; Policy 5.30; GAP 514.02; GAP 547.00; GAP 704.02
<b>EFFECTIVE:</b>	October 25, 2005
<b>REVISED/AMENDED</b>	August 28, 2012 for implementation September 1, 2012
<b>REPLACES:</b>	538.00
<b>PAGE</b>	1 of 4

Schools may participate in fundraising to provide additional opportunities for students to grow and learn. In Dufferin-Peel, fundraising reflects the values and expectations of our diverse Catholic communities.

Each one must give as he has decided in his heart,  
not reluctantly or under compulsion,  
for God loves a cheerful giver."  
2 Corinthians 9:7

Fundraising is informed and guided by the foundational principles found within Dufferin-Peel's System Direction and Strategic Plan and must comply with municipal, provincial and federal legislation as well as The Ministry of Education Fundraising Guidelines, 2012 as well as all other Ministry guidelines and policies. In addition, the Family of Schools Superintendent should be apprised of fundraising activities on an annual basis.

### PRINCIPLES

#### 1. FUNDS RAISED FOR SCHOOL PURPOSES

- a) The purposes for which funds are collected should be consistent with the school board's mission and values;
- b) Funds raised for school purposes are used to complement, not replace, public funding for education;

- c) Funds should not be used to support items funded through provincial grants, including but not limited to, classroom learning materials, textbooks and repairs or capital projects that increase student capacity of the school and/or operating costs;
- d) Activities should support student achievement and well-being and not detract from the learning environment.

## **2. FUNDS RAISED FOR CHARITABLE PURPOSES**

- a) For all board and school based charitable fundraising activities, priority should be given to Catholic charitable and social justice organizations. Where a Catholic charity and a secular or other charity provide similar services, the Catholic charity should be given preference;
- b) The Board and schools shall refrain from supporting any charities whose primary purpose is service or research that is contrary to Catholic moral teaching.

### **USE OF FUNDRAISING PROCEEDS**

*(as outlined in the Ministry Fundraising Guidelines, May, 2012)*

#### **EXAMPLES OF ACCEPTABLE USES FOR FUNDRAISING PROCEEDS:**

1. Assistance fund (for example, a fund serving a charitable purpose to benefit students, such as providing payment for the cost of a field trip for students who cannot afford it);
2. Purchase of additional supplies, equipment or services not funded specifically through provincial grants (for example, extra-curricular band equipment, audio-visual equipment);
3. Supporting field trips or other excursions (for example, in-province, out-of-province, or trips abroad);
4. Providing guest speakers or presentations;
5. Supporting ceremonies, awards, plaques, trophies or prizes for students;
6. Establishing scholarships or bursaries;
7. Supporting extracurricular activities and events (for example, travel and entry fees for sports competitions, school team uniforms, school band, choir, clubs);
8. Developing school improvement projects (for example, playground equipment, shade structures, gardens, outdoor skating rink);
9. Providing upgrades to and associated upgrade costs for sporting facilities such as running tracks, specialized recreational facilities, installation of artificial turf and scoreboards;
10. Supporting activities that are unique to the denominational or cultural character of the school (for example, student retreats).

#### **EXAMPLES OF UNACCEPTABLE USES OF FUNDRAISING PROCEEDS**

1. Items that are funded through the provincial grants including, but not limited to, learning materials and textbooks;

2. Facility renewal, maintenance, or upgrades normally funded through the provincial grants such as structural repairs, sanitation, emergency repairs, or replacing flooring due to wear and tear;
3. Infrastructure improvements which are funded by provincial grants or which increase the student capacity of a school;
4. Goods or services for employees, where such purchases would contravene the *Education Act* or the Board's Code of Ethics Policy 1.01;
5. Staff training for professional development including support for teacher attendance at professional development activities;
6. Administrative expenses not associated with fundraising activity;  
Any administrative expenses associated with fundraising activity should be minimized;
7. Support for political activity, groups or candidates.

## **RELATED EXPECTATIONS**

### **1. FREQUENCY**

a) The Principal in consultation with the Family of Schools Superintendent shall give careful consideration to the number, frequency and extent of fundraising activities undertaken in any school year. Major Board and school-wide initiatives should normally be limited to a maximum of three per year.

b) The impact on classroom time for staff and students, and administrative time for the school Principal, must be considered when organizing a fundraising activity.

### **2. VOLUNTARY**

a) All members of the school community are welcome to participate in fundraising activities. These activities should reflect the diversity, values and priorities of the local school community and school board.

b) Participation in fundraising activities is strictly voluntary for staff and students.

c) Parental consent is required for student participation for those students under the age of 18.

d) Students participating in fundraising activities should not be held responsible for any loss that may be incurred.

### **3. PRIVACY SHOULD BE RESPECTED**

a) The personal information of staff, students or other individuals should not be shared for the purposes of fundraising without prior consent.

### **4. SAFETY**

a) The safety of students must be a primary consideration in all fundraising activities.

b) In addition to parental consent, student fundraising activities require supervision and should be age-appropriate.

5. **ACCOUNTABILITY AND TRANSPARENCY**

All school yard improvement, facility upgrade and sporting facility upgrade projects (not funded through provincial grants) must receive prior approval as follows:

a) Projects under \$10,000 must receive superintendent approval;

b) Projects from \$10,000 - \$50,000 must receive approval through Executive Council who will apprise the Board of Trustees of substantial upgrade projects at school facilities;

c) Projects over \$50,000 must receive approval through the Board of Trustees. (School improvement projects will be assessed for facility viability, impact on school operations and any impact on operational costs).

6. Plans for fundraising activities should be developed and organized in consultation with the school community (students, parents, guardians, trustees, school administrators and staff, members of the broader community and partners, as well as others who support the local school and student achievement) as represented by the School Council.

7. A fundraising activity must not result in any staff or volunteer benefiting materially or financially from the activity.

8. All procurement activities must follow Supply Chain Management Policy 5.30.

9. Fundraising should have a designated purpose and timeline. The proceeds should be used for that purpose, and within the designated timeline, as intended.

10. Funds raised through fundraising activities and the designated purposes for these funds must be communicated to the school community annually.

11. Financial reporting practices must be followed as per GAP 704.02.

## BOARD POLICY 4.20 - FUNDRAISING

<b><u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u></b> <b><u>BOARD POLICY</u></b>	
<b>Board Policy Number:</b>	<b>4.20</b>
<b>Subject:</b>	<b>Fundraising</b>
<b>Reference:</b>	GAP 538.00, Fundraising; GAP 547.00, School Food and Beverage; GAP 514.02, Anaphylactic Reactions – Epi-Pen Use; Policy 1.01, Code of Ethics; Policy 5.30, Supply Chain Management
<b>Effective Date:</b>	Revised (511) October 18, 1994; Revised (074) January 25, 2011; Revised (164) August 28, 2012

Supporting charity and social justice is a constitutive element of the Dufferin-Peel Catholic District School Board. The Board may allow fundraising initiatives for charitable and social justice purposes as well as supporting local school needs. Charitable fundraising initiatives are activities to raise money or collect goods for local or global needs as identified by the Board and/or the School. All fundraising initiatives must adhere to the moral teachings of the Catholic Church as communicated through the local Ordinary (Archbishop of Toronto) and shall reflect the mission, values and system direction principles of the Board.

### **Definitions**

**"Fundraising Activities"** are those activities for raising funds or other resources for school or charitable purposes which are devised and organized by the school community.

**"School-generated funds"** are funds that are raised and collected in the school or broader community in the name of the school. These funds are administered by the school principal, and are raised or collected from sources other than the school board's operating and capital budgets. School-generated funds is a broad category which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs such as payments to charities or other third parties.

**"School community"** refers to students, parents, guardians, trustees, school administrators and staff, members of the broader community and partners, as well as others who support the local school and student achievement, as represented by the School Council.



All fundraising activities shall have a designated purpose and timeline. Fundraising activities, to support school related needs, shall be permitted according to this policy and regulated as per General Administrative Procedure (GAP) 538.00.

These activities must support the moral teachings of the Catholic Church and shall reflect the mission, values and system direction principles of the Board, and must also comply with current legislation and ministry policies and/or guidelines, which include a component encompassing consultation, transparency and accountability with the school community.

Fundraising proceeds shall not be used to replace public funding for education and shall not be used for items funded through provincial grants including, but not limited to, classroom learning materials, textbooks, and repairs or capital projects that increase the student capacity of a school (e.g., classrooms, labs) or significantly increase the operating or capital costs of the Board or school. For examples of acceptable and non-acceptable uses of fundraising proceeds refer to GAP 538.00.

The following items must be adhered to when undertaking any fundraising activity:

1. All fundraising activities must be complementary to, and not a replacement for, funding for public education, and all capital projects must receive prior approval as prescribed by GAP 538.00;
2. There must be no additional cost to the Board as a result of any fundraising activities;
3. A reasonable balance should exist between fundraising efforts which benefit the school community and those which constitute charitable or social justice outreach;
4. All school fundraising activities shall be carried out under the jurisdiction and supervision of the Principal and in consultation with the school community as represented by the School Council;
5. The safety of children shall receive prime consideration during all fundraising initiatives;
6. Participation in fundraising activities shall be voluntary for staff and students. All students under the age of 18 shall participate in fundraising activities only with the consent of their parent/guardian;
7. Under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Personal Health Information Protection Act (PHIPA)*, no personal information of staff, students or other individuals shall be collected, used or disclosed for the purposes of fundraising activities, without express consent.
8. Financial reporting and accountability procedures must be adhered to as per GAP 538.00 and GAP 704.02.

Dufferin-Peel Catholic District  
School Board

**CATHOLIC SCHOOL COUNCIL ANNUAL REPORT**

**OPENING STATEMENT:**

The purpose of the Catholic School Council is to improve pupil achievement and enhance the accountability of the education system to parents.

It is the policy of the Dufferin Peel Catholic District School Board that our Catholic School Councils will promote the vision, values, sacramental life and Catholic practices of the Board and be faithful to its mission.

**COUNCIL MEMBERS:**

An election was held on:

The following parents were elected or acclaimed:

The teacher representative

The non-teaching representative

The Parish representative

The OAPCE representative

The School Principal

Other community representatives:

**MEETING DATES:**

The Catholic School Council met \_\_\_\_\_ times during the school year.

Meetings were held on the following dates:

**SUMMARY OF ACHIEVEMENTS AND ACTIVITIES UNDERTAKEN DURING THE SCHOOL YEAR:**

**FINANCIAL REPORTING / ACCOUNTABILITY PROCEDURES**

The following Reports were completed cooperatively between the school administration and the school council, and were submitted during the year:

1. **Monthly School Council Treasurers Report**  
*(due at the end of each month and submitted to the Finance Dept.)* \_\_\_\_\_  
**(completed)**
  
2. **Semi-Annual School Council Summary of Financial Activities and Report**  
*(summarizing September 1 to February 29 each year – submit in March)*  
  
\_\_\_\_\_ **(completed)**
  
3. **Annual School Council Summary of Financial Activities and Report**  
*(summarizing September 1 to August 31<sup>st</sup> each year – submit in September)*  
  
\_\_\_\_\_ **(completed)**

**GOALS FOR THE FUTURE:**

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**PRINCIPAL'S SIGNATURE**

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**DATE**

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**SCHOOL COUNCIL CHAIRPERSON**

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**DATE**

**FOR FILLABLE FORM, PLEASE SEE SECTION 11**