



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PROCEDURAL GUIDELINES SCHOOL FUNDS

The objective of these procedural guidelines is to:

- Provide appropriate guidance, authority and protection to school staff and fundraising volunteers.
- Meet the public's expectations and validate the public's trust regarding the stewardship of school-based funds. Ensure consistency and standardization of guidelines across all schools.
- Meet the board's requirement under provincial regulations for the financial accountability of Catholic School Councils involved in fundraising.
- Establish the minimum requirements that should be followed to address accountability relating to the management of school-generated funds.

#### Sources and Uses of School-Generated Funds:

Funds are generated in schools from a variety of different sources and used in a number of different ways. These procedural guidelines applies 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. Generally, this will mean all funds available to the school, other than funds provided by the approved budget of the board.

Examples of school-generated funds may include, but are not limited to:

- Pizza days, hot dog days, bake sales, etc.
- Chocolate bar campaigns
- Walk-a-thons, dance-a-thons, swim-a-thons, read-a-thons, etc.
- Student dress down days
- School dances
- School plays and concerts
- Juice and milk sales
- School clothing sales (e.g., gym uniforms) and school memorabilia

- School picture rebates
- Excursion fees
- Book (non-textbook) and magazine sales (including yearbooks)
- Athletic and activity fees
- Charity fundraising

Acceptable Uses of School Generated Funds:

- All purchases made using school-generated funds must comply with board policy. Funds raised for a specific purpose must be used for the intended purpose.
- All purchases should have a direct benefit for students and for the school community.

Unacceptable Uses of School Generated Funds:

- Goods or services from employees, where such a purchase would contravene Section 217 of the Education Act.
- Mileage reimbursements to employees.
- Monetary payments to employees for services.
- Investments other than those permitted by the board and/or Ministry Regulation.

3. Accountability Roles and Responsibilities:

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.

Roles & Responsibilities of the Senior Business Official or Designate:

- Establish guidelines for school-generated funds.
- Provide training to staff on the appropriate application of the guidelines.
- Maintain a central file of annual financial reports from each school.
- Ensure that schools have suitable accounting systems and/or technology available for administering the school generated funds.
- Report any discrepancies to the Director of Education.

- In consultation, with the Director of Education, report discrepancies to the Audit Committee and/or the board, if required.

*Roles & Responsibilities of the School Superintendent:*

- Reinforce to principals the need to adhere to board policy and procedural guidelines.
- Verify that schools are complying with the reporting requirements of these procedural guidelines.
- Report to the Director of Education:
  - (a) If funds are lost or stolen.
  - (b) Any misuse of funds.
  - (c) Failure to follow any policy or guidelines.

*Roles & Responsibilities of the Principal:*

- Ensure that these procedural guidelines are implemented in compliance with board policy.
- Act as one of the approved signing officers on the school bank account(s).
- Identify the individuals responsible for receipts, disbursements, banking and record keeping and communicate those responsibilities.
- Document plans on how funds will be spent, including carryover amounts from previous years and funds for which the intended purpose is no longer needed, and communicate with all affected persons/groups.
- Prepare items for online payment via School Cash Online.
- Ensure that processes are in place to adequately control the funds within the school including security over cash and records.
- Ensure only school administrators have access and combination to the safe.
- Count and verify funds received for deposit.
- Deposit funds on a timely basis.
- Ensure that no staff members (including the principal/vice-principal), or members of the community, including Catholic School Council members, are collecting and managing funds in their own bank account.
- Communicate responsibilities to staff members.
- Ensure that there is a primary contact for each banking category, activity or class involved with financial transactions.
- Review, sign/initial and date the bank reconciliation and forward a copy to the business department on a monthly basis.

- Review records periodically with the primary contacts, to ensure reasonableness.
- Review and sign annual financial report provided by business department.
- Notify the School Superintendent and/or the Senior Business Official immediately if funds are lost or stolen.

*Roles & Responsibilities of the Designated Individuals in the School:*

- Implement these procedural guidelines as directed by the principal.
- Act as one of the approved signing officers on the school bank account.
- Assist in the count and verification of funds received for deposit.
- Assist in the preparation of bank deposits.

*Roles & Responsibilities of the School Secretary:*

- Issue cheques ensuring that all requests for payments are properly supported and approved by the principal.
- Record transactions on a regular basis.
- Complete the monthly bank reconciliation within one month of statement date.
- Prepare transaction reports as required.
- Record transactions through School Cash Register.
- Prepare annual financial report and submit to principal.
- Assist during audit.
- Assist the principal in proper record keeping and filing.

*Roles & Responsibilities of Individuals Collecting School Funds:*

- Collect money from students or other sources as applicable.
- Ensure funds collected are delivered to the designated individual on a daily basis.
- Ensure proper supporting documentation for all funds collected (form provided by board).
- Ensure that invoices have the appropriate approval and are delivered to the designated individual for payment.
- Ensure details of financial activity related to their class or club are recorded correctly.
- Ensure that funds received are disbursed as per the intent of the funds raised or collected.

- Request and review transaction reports on a regular basis and advise the principal of any discrepancy.

#### 4. Banking/Receipts/Disbursements

##### Establishing a Bank Account:

- The school shall have only **one** “school generated funds” bank account.
- A second bank account may only be established where schools participate in Lotteries and Games of Chance and agreements stipulate that a separate bank account is required approved by the Director of Education or designate.
- The bank accounts shall be in the name of the school.
- Cheques for the school bank account should be pre-numbered.
- The account shall require two signatures on all cheques, one of which must be the principal.
- Bank account(s) established should be such that statements are issued on a monthly basis, with copies of cleared cheques.
- The Director of Education or designate shall have access to all bank accounts.

##### Receipts:

- All money received at the school shall be stored in the school safe.
- All money collected shall be deposited to the bank account within at least two weeks of funds collected, with any amounts in excess of \$500 deposited weekly.
- Deposits must be made at different times and on different days of the week.
- Expenditures shall not be paid from the cash collected. The total funds (revenues) received are to be deposited to the bank and a cheque written to pay for expenditures.
- When the funds have been counted and prepared for deposit, a copy of the receipt, indicating the actual money count is returned to the individual originally submitting the funds.
- School Generated Funds form is to be completed and signed for all funds received.
- All Online payments are deposited by Kev Group.

##### Disbursements:

- All disbursements shall be recorded.
- All payments shall be made by cheque. There are to be no cash withdrawals from the bank account.

- Cheques shall not be pre-signed. Signature stamps are not acceptable.
- Payments shall only be made upon the presentation of invoices, receipts or other appropriate supporting documentation approved by the principal, with signature.
- Cheques shall not be made out to cash.
- When a cheque is issued the invoice must be marked paid and the cheque number and date recorded on the documentation.
- All cheques shall be accounted for. Voided cheques should be retained.
- Unused cheques should be stored in the school safe in order to prevent loss or theft.

5. Investments:

- Where a school has excess funds, they may be invested in the name of the school as permitted by Ministry Regulation (e.g., term deposits).
- These funds should be invested on a short-term basis (not to exceed 1 year), unless approved by the Senior Business Official.

6. Records Retention:

- All original documents, including paid invoices, cancelled cheques, bank statements, support for deposits and bank reconciliations shall be retained for seven years. It is recommended that the records of each year be boxed, labeled and stored in the school. The board will assist with procedures and guidelines for record keeping.