

Topic:	School Generated Funds
Effective:	September 2010
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Cross-Reference:	Administrative Procedures: Fundraising; Donations and Charitable Receipts; Travel and Expense Reimbursement; Procurement; Online Payments; Student Fees; Investment of Board Funds School Generated Funds -- Recording and Reporting Requirements Manual
Responsibility:	Superintendent of Business Services and Treasurer

INTENDED PURPOSE:

The Halton District School Board recognizes that schools and school councils raise funds to supplement student programs and for specific student activities that align with the Board's Mission, Vision, and Multi-Year Plan.

This Administrative Procedure applies to all funds that are received, raised or collected in the name of the school or school activity. Generally this will mean all funds available to the school, other than funds provided by the approved budget of the Board.

APPLICABILITY:

The term School Generated Funds (including funds raised by the School and/or School Council) refers to funds raised to benefit students by enhancing the means by which educational goals are achieved. Funds are generated in schools from a number of different sources and used in a number of different ways. The funds are under the direction and control of the School Principal.

Funds generated at the school level shall be expended, where possible, within the school year. Schools are permitted to carry forward a surplus of funds up to a maximum of \$30 per student without Superintendent approval. Surpluses exceeding this limit must be explained with a documented surplus plan that is approved by the Family of Schools Superintendent. This plan must be submitted as part of year-end reporting and cannot extend beyond a three year period.

School generated funds may be utilized to offset costs for students who cannot afford to fully participate in school activities.

Home and School Associations governed by the Ontario Federation of Home and School Associations Inc. are arm's length to the Board and may engage in fundraising activities to support the goals and objectives of their organization. The proceeds of these activities are not a part of School Generated Funds. All Home and School Associations must follow the reporting report requirements established by the Ontario Federation of Home and School Associations.

GENERAL CLASSIFICATIONS of SCHOOL GENERATED FUNDS:

Schools are required to report to the Ministry of Education on school generated funds received and disbursed based on the following categories:

Field Trips and Excursions:

- Funds raised/received and the costs to support in province or out of country excursions or any field trips.

External Charities:

- Funds raised/received in support of an external charity where the school provides the administrative process for collecting the funds. This charity should be registered with the Canada Revenue Agency.

Student Activities and Resources:

- Funds raised/received and costs related to student activities to supplement materials, activities, equipment or services not funded through the allocated budget of the school board. Purchases are not to be for items that are considered core curriculum.

Capital Projects:

- Funds to be used for school yard and sports facilities improvements that are complementary to publicly funded education. These projects cannot result in an increase in the student capacity of a school, and cannot result in a significant increase in school or board operating or capital costs and future maintenance and repairs. School generated funds may not be utilized for facility renewal, maintenance or upgrades that are to be fully funded through grants the Board receives for renewal from the Ministry of Education.

Other:

- Other types of fundraising may include:
 - Funds raised through a Board-wide initiative (e.g., vending machine contracts).
 - Funds raised through local school initiatives (e.g., cafeteria services, vending machines or other items sold through the school where the profits are retained at the school).
 - Funds raised through School Council/Student Council - funds raised with direct involvement of the School Council or parent community or with Student Council. Decisions regarding expenditure decisions and disbursements when funds are raised should be made jointly.
 - Funds donated to schools - donations made to a particular school of either a specific purposes or for general use.
 - Harmonized Sales Tax (HST) rebates received.

ROLES and RESPONSIBILITIES:

The Board has a responsibility to ensure that all school generated funds are collected in accordance with board policies and procedures, 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 and transparency for the funds is maintained. In fulfilling these obligations, the Board meets the public's expectations and validates the public's trust regarding the stewardship of these funds.

Director of Education will:

- Delegate responsibility for compliance with the School Generated Funds Administrative Procedure.

Superintendent of Business Services and Treasurer will:

- Establish School Generated Funds Administrative Procedures, and School Generated Funds - Recording and Reporting Requirements Manual.
- Ensure training is available to staff on the appropriate application of the Administrative Procedures and the School Generated Funds - Recording and Reporting Requirements Manual.
- Ensure accurate and timely completion of Ministry reporting requirements.
- Ensure all schools have suitable accounting systems and/or technology available for the administration of school generated and school council funds.

Family of Schools Superintendents will:

- Ensure schools are complying with the School Generated Funds Administrative Procedure, and the School Generated Funds - Recording and Reporting Requirements Manual.

- Review, approve and monitor implementation of the school annual fundraising plan and the school generated funds surplus plan.
- Consult with the Superintendent of Business Services and Treasurer when:
 - Funds are lost or stolen
 - Funds are misused
 - Failure of schools to follow the administrative procedure or guidelines
- Take appropriate action and notify either the Superintendent of Business Services and Treasurer and/or Human Resources of any staff member's deliberate deviation to established processes which would necessitate disciplinary action.

Principal will:

- Ensure school generated and school council funds have a designated purpose that are consistent with the school board's mission, vision, multi-year plan and school improvement plan and that funds are spent consistent with the designated purpose.
- Establish processes in the school that will ensure that the School Generated Funds Administrative Procedures and School Generated Funds - Recording and Reporting Requirements Manual are complied with, and to communicate these processes with all staff, school council members and/or volunteers (as applicable) that are involved with school generated and school council funds.
- Take appropriate action and notify either their Family of Schools Superintendent, Superintendent of Business Services and Treasurer and/or Human Resources of any staff member's deliberate deviation to established processes which would necessitate disciplinary action.
- Designate a staff member in the school (Elementary Senior Secretary; Secondary Supervisor – School Business) responsibility for compliance with the School Generated Funds - Recording and Reporting Requirements Manual, to communicate these responsibilities, and to ensure compliance.
- Ensure processes are in place to adequately control the funds within the school, including security over cash and financial records.
- Inform their Family of Schools Superintendent immediately if funds are lost or stolen or misused or when there is a failure to follow administrative procedure or guidelines.
- Ensure no staff members, volunteers or members of the community are collecting and managing funds on a cash basis, in their own personal bank account, or any other account not approved by the Board.
- Ensure no staff members, volunteers, members of the community or any relative of the aforementioned individuals receive any personal benefit from any school generated funds activities.
- Attend mandatory training sessions.

Senior Secretary (Elementary) Responsible for School Generated and School Council Funds will:

- Comply with School Generated Funds Administrative Procedure and School Generated Funds - Recording and Reporting Requirements Manual.
- Maintain appropriate supporting documentation, and efficient filing system for records retention purposes.
- Bring any deviations to the School Generated Funds Administrative Procedure and School Generated Funds - Recording and Reporting Requirements Manual to the attention of the School Principal and School Financial Services Staff.
- Attend mandatory training sessions.

Supervisor – School Business (Secondary) Responsible for School Generated and School Council Funds will:

- Comply with School Generated Funds Administrative Procedure and School Generated Funds - Recording and Reporting Requirements Manual.

- Administer, record and report financial activities which are in compliance with municipal, provincial and federal laws and regulations.
- Maintain appropriate supporting documentation, and efficient filing system for records retention purposes.
- Bring any deviations to the School Generated Funds Administrative Procedure and School Generated Funds - Recording and Reporting Requirements Manual to the attention of the School Principal and School Financial Services Staff.
- Educate staff, students and parents on the use of the Board's online payment system.
- To train school staff and/or volunteers on financial processes regarding school activities and/or fundraising events involving monetary transactions.
- Attend mandatory training sessions.

School Council Chairs and School Council Treasurers will:

- Comply with Ontario Education Act Regulation 612, with respect to Fundraising (section 22 and section 24 (2)).
- Comply with School Generated Funds Administrative Procedure and School Generated Funds -- Recording and Reporting Requirements Manual.
- Attend mandatory training sessions, as applicable.

Staff Members, Students and Volunteers will:

- Where funds are not collected through the preferred online process, to ensure money is collected, documented and securely delivered to the Senior Secretary or Supervisor – School Business in a timely manner as outlined in the School Generated Funds - Recording and Reporting Requirements Manual.
- Ensure expenditures have appropriate approval and are delivered to the Senior Secretary or Supervisor – School Business in a timely manner for payment as outlined in the School Generated Funds - Recording and Reporting Requirements Manual.
- Request and review transaction reports on a regular basis to ensure details of financial activities related to their class, club or team are recorded correctly and that funds received are disbursed as per the intent of the funds raised or collected. Advise school administration of any discrepancy.

School Financial Services Staff will:

- Provide training, support and direction to school staff and other Board employees including Senior Management with respect to the School Generated Funds Administrative Procedure, and School Generated Funds - Recording and Reporting Requirements Manual.
- Provide training, support and direction on board standard financial procedures to ensure consistency between schools.
- Provide training, support and direction on board recommended school generated funds software.
- Respond to queries from school and board staff and share “best practices”, as appropriate.
- Escalate any discrepancies and/or abnormalities on policy or procedure to the School Principal, appropriate Family of Schools Superintendent and/or Superintendent of Business Services and Treasurer.
- Monitor and analyze school generated funds activities to ensure compliance and to follow-up with schools on any discrepancies.
- Consolidate school generated funds activities for reporting as part of the Board's year-end processes and Ministry reporting requirements.
- Coordinate with internal and external auditors on audit activities related to school generated funds and prepare working papers as required.

Recording and Reporting:

Proper financial recording and reporting processes demonstrate accountability and transparency for funds collected and disbursed. All of the recording and reporting requirements are included in the

School Generated Funds -- Recording and Reporting Requirements Manual which identifies processes and controls to ensure money is handled appropriately, staff are protected and records are accurate, timely and complete.