



# Administrative Procedure: School Fundraising

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## Establishment of Funds

1. Fundraising activities should be consistent with the purposes and principles of publicly funded Catholic Education and should not be used to replace public funding for education. In addition, the purposes for which funds raised are to be consistent with the Board's mission and values and support activities that are unique to the denominational or cultural character of the school. Activities should support student achievement and should not detract from the learning environment.
2. When it is decided that funds are to be raised, a plan is to be written by the person who is coordinating the project. The written fundraising plan is to be submitted to the Principal for approval, after consultation and advice from the school community. If approved, the plan should be signed both by the person submitting the plan and the Principal.

3. Capital projects supported by fundraising proceeds should be complementary to public funded education; not result in an increase in student capacity of a school; and, not result in a significant increase in operating or capital costs. The Manager of Operations should be consulted prior to approving any capital project.
4. All applications for permission to campaign for funds shall include the following information:
  - a. Nature/purpose of the project for which funds are being raised.
  - b. How the funds are to be raised.
  - c. Estimated starting and completion dates of the project.
  - d. Estimated expenditures.
  - e. Person responsible for the project.
  - f. Name of third party/company involved in fundraising.
5. Funds raised for school purposes should not be used to:
  - a. Replace public funding for Catholic Education, or
  - b. Support items funded through provincial grants.
6. Approval of fundraising for charitable and community causes will not be given to any organization whose purposes appear not to be compatible with the teachings of the Roman Catholic faith. Participation of any school in fundraising for charitable and community causes will be limited to three major projects per school year.
7. Participation of any school in fundraising for school purposes will be limited and spaced so as not to overburden parents or the public or to use an undue amount of school time.
8. The following are examples of *unacceptable* uses of fundraising proceeds:
  - a. Items funded through provincial grants such as classroom learning materials and textbooks.
  - b. Facility renewal, maintenance, or upgrades funded through provincial grants such as structural repairs, sanitation, emergency repairs, or replacing flooring due to wear and tear.
  - c. Infrastructure improvements which increase the student capacity of a school or are funded by provincial grants (ie. classrooms, additions, gyms, labs).
  - d. Goods or services for employees, where such purchases would contravene the Education Act or a School Council's bylaws regarding conflict of interest .
  - e. Professional development including support for teacher attendance at professional development activities.
  - f. Administrative expenses not associated with fundraising activity. Any administrative expenses associated with fundraising activity should be minimized.
  - g. Support for partisan political activity, groups or candidates.

9. The following are examples of *acceptable* uses of fundraising proceeds:
  - a. Assistance fund (ie. 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).
  - b. Supplies, equipment or services which complement items funded by provincial grants (ie. extra-curricular band equipment, audio-visual equipment).
  - c. Field trips or other excursions (ie. in-province, out-of-province, or trips abroad).
  - d. Guest speakers or presentations.
  - e. Ceremonies, awards, plaques, trophies or prizes for students.
  - f. Scholarships or bursaries.
  - g. Extra-curricular activities and events (ie. travel and entry fees for sports competitions, school team uniforms, school band, choir, clubs).
  - h. School yard improvement projects (ie. playground equipment, shade structures, gardens, outdoor skating rink).
  - i. Upgrades to sporting facilities such as running tracks, installation of artificial turf and scoreboards.
  - j. Support for activities that are unique to the denominational or cultural character of the school (ie. student retreats).

## Accountable & Transparent

1. Each school shall maintain a separate bank account to account for monies raised by, and for, students. The funds shall be used for the intended purposes under the direct supervision of the Principal. If necessary, a separate account should be set up to segregate fundraising for different efforts or for a specific purpose (ie. lottery, playground equipment, exterior enhancements, etc.). The signing officers of these accounts will be the school Principal and one other person.
2. The Principal shall issue procedural guidelines to assist the school in the accounting of funds for this purpose, including timely reports to the School Council. The school Principal shall ensure that proper financial records, including bank statements and cancelled cheques, are retained for verification purposes. It is important to support and protect staff, students and volunteers from legal liability through practices that promote accountability for the handling and management of funds raised.
3. A fundraising activity should not result in any person, including school board staff or volunteers, benefiting materially or financially from the activity, except for the winners of lotteries, etc.

4. The safety of students is a primary consideration in all fundraising activities. Student fundraising activities require supervision and should be age-appropriate.
5. Fundraising has a designated purpose and the proceeds are used for that purpose. In the rare instance when proceeds cannot be used for the designated purpose, attempts should be made to return the funds to the donors. If that is not practical or possible, then the school council or school community should be consulted for re-designating the use of the funds.
6. The Principal shall provide to the Manager of Finance and the Chair of the School Council, a financial report (Appendix A) as at August 31st for each fund, along with a bank reconciliation reviewed and signed by the Principal by September 15th of each year. A copy of the report shall be available to the public in each school. This financial report must include total revenues and expenses for the year.
7. In addition, a listing of all transactions for each fund is to be submitted to the Manager of Finance by September 15th and be available for review by the Board's external auditors.
8. School Councils must report annually to the Principal on their fundraising activities.
9. Any fundraising efforts conducted for the benefit of the school or students should be reported. This includes accounts maintained by the School Council or students. As well, any accounts generating funds for specific purposes related to the school or student activities are to be reported.
10. At any time, the Principal may request an independent financial review to ensure the integrity of the fundraising activities.
11. The Manager of Finance has the ultimate authority to verify the school funds, accounting processes and accounting records, as deemed necessary. If requested by the Principal, School Council or other appropriate representative, the Manager of Finance shall ensure that school funds are verified.
12. The Manager of Finance shall make recommendations to Principals and the Director of Education, regarding the financial control of school funds. Such recommendations shall be consistent with generally accepted accounting practices.

## General Accounting

1. The Guidelines for School Generated Funds (revised January 2009) prepared by the Ontario Association of School Business Officials (OASBO) should be referred to as the prime resource of best practices. Some of the key practices to follow are:

- a. All bank accounts, including School Council bank accounts, should be set up requiring two signatures on all cheques, with the Principal as one of the approved signing officers.
  - b. Bank accounts established should be such that statements are issued on a monthly basis along with returned cheques or cheque images.
  - c. The Principal ensures that no staff members or members of the community are collecting and managing funds in their own personal bank account.
  - d. All funds received at the school are to be stored in a safe location with limited access.
  - e. All money collected is to be deposited intact to the bank account promptly. This means that expenditures are not paid from the cash collected.
  - f. All payments should be made by cheque or through Board approved petty cash.
  - g. Pre-signing of cheques is not acceptable. Signature stamps are not acceptable.
  - h. Payments should only be made upon the presentation of original invoices, receipts, or other appropriate supporting documentation approved by the Principal.
  - i. Reimbursements or payments to Principals above \$50 must be approved by a Superintendent or Senior Business Official.
  - j. Bank reconciliations must be completed monthly.
  - k. The Principal is to review, initial and date the monthly bank reconciliation
  - l. 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, labelled and stored in the school.
  - m. Notify the Superintendent and the Senior Business Official immediately if funds are lost or stolen.
2. The Manager of Finance, or designate, is responsible for reviewing every school's fundraising records at least once during each five-year cycle and making recommendations to the Principal for improvement.

## Appendix A

### Annual Reporting of Fundraising Cash Balances

For the School Year: September 1, \_\_\_\_\_ to August 31, \_\_\_\_\_.

Bank: \_\_\_\_\_ Bank A/C #: \_\_\_\_\_

School: \_\_\_\_\_ Signed by Principal: \_\_\_\_\_

Bank Balance carried forward from prior year. (Must agree to the final balance reported at the end of the last school year.) \_\_\_\_\_

Fundraising Purpose	Receipts Amounts	Expenditure Amounts	Balance Amounts	Plans for O/S Balance (Be specific)

Bank Balance At End Of School Year (should equal total of column)

\_\_\_\_\_

Plans For O/S Balance - Your explanation may be one of the following or as otherwise described:

- Retain for general or other purposes.
- Preserve for same purpose next year.
- To be returned to persons contributing additional personal funds.
- Used for other (specified) purpose.

**A separate form must be completed for each separate fundraising bank account.**

Submit to Manager of Finance *prior to September 15th* as per Administrative Procedure 214.