



Administrative Procedure: School Fundraising

Table of Contents

[Administrative Procedure: School Fundraising](#)

[1.0 Parameters](#)

[2.0 Liability and Insurance](#)

[3.0 Financial Procedures](#)

[4.0 Responsibilities](#)

[5.0 Definitions](#)

1.0 Parameters

- 1.1 The Principal, in consultation with the Catholic School Council and school staff, shall develop an annual fundraising plan that is submitted to the School Superintendent for approval.
- 1.2 Recognizing that all fundraising activities in a community come from the same source, Principals and Catholic School Councils will keep in mind the financial implications on the community when approving all major fundraisers.
- 1.3 The school shall endeavour to not do more than two major fundraisers per year. A major fundraiser involves the majority of the student body.
- 1.4 Major fundraisers may be organized by staff or the Catholic School Council, but the Principal is ultimately responsible.

- 1.5 Hot lunch and milk programs provide a service to the school community that also generate a profit whose proceeds are subject to this policy. These initiatives do not count as major fundraisers.
- 1.6 Minor fundraisers organized by classrooms (i.e. class excursions), student groups or clubs or other miscellaneous school functions (drama productions) are permitted but must be limited in scope with purpose/proceeds clearly identified in all literature/programs.
- 1.7 A fundraiser organized in partnership with a community or parish group may occur not more than once annually and will abide by the parameters of this policy and will focus on strengthening the relationship between home, school and Parish Community.
- 1.8 All fundraising proceeds shall have an approved designated purpose and be utilized as intended, unless further approval is obtained. This purpose is to be communicated to the school community as part of the fundraising drive.
- 1.9 Any funds and assets generated through fundraising activities organized by the school or assisted by the Catholic School Council are the property of the Board.
- 1.10 Participation in fundraising activities is strictly voluntary for staff and students. The personal information of staff, students or other individuals will not be shared for the purpose of fundraising without prior consent.
- 1.11 A fundraising activity must not result in any staff or volunteer benefiting materially or financially from the activity. Those involved in organizing a fundraiser must be transparent regarding their personal participation in the activity.
- 1.12 The safety of students must be a primary consideration in all fundraising activities.
- 1.13 None of the above activities shall encroach unduly on the school day, or adversely affect good public relations in a community or school.
- 1.14 Activities that involve the preparation and sale of food and beverages on school premises must comply with the Superior North Catholic District School Board Healthy Schools Policies.

- 1.15 In order to be eligible for an income tax receipt, the donation must be voluntary without any legal obligation or expectation of benefit to the donor. Advertising is considered a benefit to the donor. As per Canada Revenue Agency advertising includes the display of business logos and/or business cards; therefore no income tax receipt will be issued if a business logo or business card is displayed on the donor's behalf (i.e. yearbook, website, newsletters, team uniforms, etc).
- 1.16 Donation amounts or amount categories with personal names shall not be displayed or communicated. However, acknowledging the donor name without specifying the amount is appropriate.
- 1.17 If the fundraising event is a lottery it will require a license as regulated by the Alcohol and Gaming Commission of Ontario (AGCO) and any other applicable regulations. Information and application forms are available through local municipality offices. The school will be required to maintain a separate bank account and proper records in accordance with the license application. License applications must be organized and sustained by the individual school as required and these financial records are subject to the Board and School's standard financial reporting requirements and audit. It is the Principal's responsibility to ensure that all current regulations are followed and appropriate records are maintained.
- 1.18 Once a major fundraiser is complete, the results must be communicated between the Principal and Catholic School Council with a detailed accounting of the gross and net proceeds as well as a budget for the spending of the funds in a timely manner. Once the budget has been finalized, the above information will be shared with the school community via school newsletter and school website.
- 1.19 Fundraising proceeds will be used for school purposes and are to complement, not replace, public funding for education. Fundraising proceeds are intended for the purchases of supplementary materials, equipment or services not funded through the allocated budget of a school board. Purchases are not to be for items that are considered core curriculum.
- 1.20 Proceeds from fundraising may be used to ensure that all students are included in extracurricular activities.
- 1.21 Fundraising proceeds may not be utilized for categories of facility renewal, maintenance or upgrades, which are approved to be funded by Ministry of Education grants.

- 1.22 Fundraising proceeds may not be utilized for goods or services from employees where such purchases would contravene The Education Act or Conflict of Interest Policy for Employees.
- 1.23 Fundraising proceeds may not be utilized for political activities, administrative expenses (that are not directly associated with the fundraising activity) or staff training or professional development including support for teacher attendance at professional development activities.
- 1.24 Fundraising proceeds may be used to purchase recognition/acknowledgments for school community members. The value of any single recognition/acknowledgement shall not exceed one hundred dollars (\$100.00).

2.0 Liability and Insurance

- 2.1 Staff and Principal-authorized volunteers shall be protected against claims arising from the handling and management of fundraising activities through the Board's liability insurance coverage, subject to the terms and conditions of the policy.
- 2.2 The Board shall be protected against claims arising from the handling of proceeds raised from fundraising activities, through its crime insurance coverage, subject to the terms and conditions of the policy.
- 2.3 Staff and Principal-authorized volunteers shall utilize risk management practices that promote safety, accountability and due diligence in the handling and management of fundraising activities and the proceeds raised from fundraising activities in an effort to minimize related risks and exposure to liability.

3.0 Financial Procedures

- 3.1 The proceeds of fundraising activities shall be deposited into the appropriate school level bank account in a timely manner.
- 3.2 If funds are raised in partnership with a community or parish group the proceeds may be deposited to the school bank account or with the parish or community partner as mutually agreed upon.

- 3.3 Accurate accounting shall be maintained by the principal and the treasurer of the Catholic School Council to comply with the requirement of accountability for both the principal and the school community.
- 3.4 Accurate records of daily transactions and regular reporting through the school level bank accounts are to be kept in the prescribed uniform format and subject to internal and external audit.
- 3.5 Aside from funds set aside in a Special Project Reserve sub-ledger, fundraising proceeds should be spent during the school year in which they are raised.
- 3.6 As a guideline, no more than 10% of a school's net fundraising proceeds should be carried forward to the following school year unless otherwise approved or due to extenuating circumstances.
- 3.7 Notwithstanding the above, it would be prudent to carry forward a small amount annually (suggested amount \$1,000) to cover any school start up costs a Catholic School Council may incur.
- 3.8 All bank accounts should be set up requiring two signatures on cheques, with the Principal as one of the signing officers.
- 3.9 Bank accounts should be established with statements issued on a monthly basis with returned cheques or cheque images.
- 3.10 No staff members or volunteers should be collecting or managing funds in their own personal bank account.
- 3.11 All payments should be made by cheque, through board issued petty cash, or Board issued Principal Credit Card.
- 3.12 Pre-signing of cheques and use of signature stamps are not acceptable.
- 3.13 Payment should be made only upon presentation of original invoice, receipt or other supporting documentation approved by the Principal.
- 3.14 Reimbursement of payment to the Principal above \$50 must be approved by a Supervisory Officer or the Finance Manager.

- 3.15 Bank reconciliations must be completed monthly and initialled and dated by the Principal.
- 3.16 All original documents, including paid invoices, cancelled cheques, bank statements, deposit support 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.
- 3.17 The Supervisory Officer and the Finance Manager shall be notified if funds are lost or stolen.

4.0 Responsibilities

4.1 Director of Education:

- 4.1.1 To oversee compliance with the School Fundraising Policy.

4.2 Superintendent of Education, School Leadership:

- 4.2.1 To review, on an annual basis, the projected fundraising events of each school.
- 4.2.2 To provide guidance to principals on what can be included in fundraising activities.
- 4.2.3 To act as a resource on any questions regarding interpretation of this policy.

4.3 Principal:

- 4.3.1 To ensure that this policy is followed and that the fundraising has a designated purpose that is consistent with the school board's mission and values as well as the school improvement plan, and that the proceeds are used for their intended purposes. Activities will support student achievement and not detract from the learning environment.
- 4.3.2 To establish procedures in consultation with the Catholic School Council for approving expenditures and the allocation of all fundraising monies.

- 4.3.3 To complete all documentation as outlined in this administrative procedure.
- 4.3.4 To ensure that staff and authorized volunteers are aware of this administrative procedure and all other policies related to School Fundraising.
- 4.3.5 To supervise the record keeping of all fundraising revenues and expenditures that occur.
- 4.3.6 To review safety instructions with the students.
- 4.3.7 To be aware/manage the risk involved in the fundraising activity, i.e. supervision, safe location etc.
- 4.3.8 To ensure the school community is informed regarding participation and support of major fundraising events, and to give a financial overview of these activities as per this administrative procedure.

4.4 Finance Department:

- 4.4.1 To ensure adherence to all Administrative Procedures, Guidelines and Policies through training and internal audits.

4.5 Catholic School Council:

- 4.5.1 To work with the Principal to: develop an annual major fundraising plan, to inform the school community regarding participation and support of major fundraising events, to prioritize the spending of fundraising proceeds based on school level goals and to give a financial overview of these activities.

4.6 Students/Parents and/or Guardians:

- 4.6.1 To have parental and/or guardian permission before approaching any potential supporter.
- 4.6.2 Ensure that all monies collected be submitted to the school in the full amount. If possible, parents and/or guardians are encouraged to write a cheque, payable to the school for the full amount. In this way cash is not

transported to school. Parents and/or guardians are responsible for any charges the school incurs because of individual NSF cheques.

5.0 Definitions

5.1 Board Registered Charity Program:

- 5.1.1 The program has been established, as regulated by Canada Revenue Agency, for the advancement of religion and education in our schools. Through this program, the Board may provide income tax receipts for voluntary donations. Individual schools can apply to the Finance Department to have an applicable fundraising activity approved and processed through the Board's registered charity program. If a program or transaction is questionable, no income tax receipts will be issued; pre-approval is required in order to ensure absolute compliance. Donations must be allocated for specific purposes in conjunction with the school's fundraising plan and the approved program is considered a major fundraising event.

5.2 Core Curriculum:

- 5.2.1 Core curriculum materials are learning materials that are required for completion of a unit of study. These include items that are funded through the allocated budget of a school board including, but not limited to: textbooks, classroom bibles, workbooks, cahiers, resource materials, science supplies, lab materials kits, safety goggles. Classroom supplies are items used in the classroom to facilitate effective learning.

5.3 Extracurricular Activities:

- 5.3.1 Extracurricular special events or activities are extensions to the curriculum and not required for graduation. Examples include, but are not exclusive to: field trips, excursions, guest speakers, presentations, ceremonies, student awards and prizes, school team uniforms, sports competition expenses, and school clubs.

5.4 Facilities Renewal:

- 5.4.1 Facilities renewal addresses the cost of repairing and renovating schools and are projects which would normally cost more than \$10,000 and

convey a benefit over more than one year (i.e. extends the previously assessed useful life of the building structure and/or installed component/systems; decreases operating costs; increases building or system capacity and/or quality).

5.5 **Lottery License:**

5.5.1 Lotteries in Ontario are strictly governed by the Alcohol and Gaming Commission of Ontario (AGCO). If fundraising involves certain event types (i.e. bingo, raffle tickets, break open ticket lotteries, Monte Carlo events, etc) the school must adhere to AGCO regulations. Depending on the value of the prizes offered a license may be required through the municipality or the province. The most current AGCO information and forms are available through municipal offices.

5.6 **School Enhancement Requests:**

5.6.1 Permission to enhance/improve a school facility using fundraising proceeds is granted upon approval from the Director.

5.7 **Supplementary Materials:**

5.7.1 Materials required beyond those required for core curriculum as determined by the Principal in consultation with the Superintendent of Education. Supplements may include:

- a. items that are not required as part of the regular day school program;
- b. items or activities that are non-essential or extracurricular in nature;
- c. a voluntary upgrade or substitute of a more costly material to the materials provided for course purposes;
- d. specialized optional programming (International Baccalaureate, Advanced Athletics, Regional Arts, Laptop Learning and any other board recognized specialized program).