

# New School Council Treasurers

Workshop – January 16, 2025





# Catholic School Council (CSC)

- Policy 606: Catholic School Councils will assist the school in engaging parents, developing positive communication links with home, church and the broader school community.
- A CSC is an advisory body to the Principal and the Board.



# Catholic School Council (CSC)

- All fundraising activities shall be conducted in accordance with Board Policies & Guidelines.
- Funds raised are to be used for a purpose and be utilized as intended, unless further approval is obtained.
- Fundraising is intended to complement and not replace public funding for education.
- Any funds & assets generated through fundraising activities assisted by the Catholic School Council are the property of the Board.



# Role of the Catholic School Council Treasurer

- Policy 606 – Section B: Guidelines

- 4. **Role of Catholic School Council Treasurer**

- 4.1 Entrusted with the receipt, care and management of all Catholic School Council funds in accordance with Board policies and procedures
    - 4.2 Prepare all deposits and ensure that they are signed by both the Treasurer and Chair or Co-Chair
    - 4.3 Ensure that all deposits are prepared by a minimum of two (2) Catholic School Council members, one being the Treasurer, to confirm deposit amounts
    - 4.4 Prepare all documentation for the payment of invoices authorized by the Catholic School Council
    - 4.5 Provide an account of all transactions and a current financial statement (budget vs. actual analysis) at regular Catholic School Council meetings, or whenever required
    - 4.6 Ensure that all financial records of the Catholic School Council remain at the School and are available for audit purposes
    - 4.7 Prepare a full Financial Statement prior to the Catholic School Council's Annual General Meeting
    - 4.8 Develop budget proposals based on Catholic School Council approved expenditures
    - 4.9 Retain all financial records for seven (7) years



# Catholic School Council (CSC)

- Accurate accounting shall be maintained by the Principal and the Treasurer of the CSC to comply with the requirement of accountability and transparency to the school community.
- All fundraising activities conducted by a CSC shall be included in the Annual “Year-End” Report prepared by the CSC



# School Fundraising

- At beginning of school year, CSC and school staff shall develop an annual fundraising plan.
- There shall be no more than 2 major fundraisers per year. Hot lunch & milk programs provide a service to the school community and are not considered major fundraisers.
- Participation in fundraising activities is strictly voluntary.



# School Fundraising

- For the activities CSC are directly involved with, the School Council will communicate to the school community the participation and support of the event and provide a financial overview of the activities (Policy 603B, parameter 4.5).
- School yard/facility improvements need to be approved by Facilities & Maintenance Services and Superintendent of Education: School Leadership prior to initiating.



# School Fundraising

- Fundraising proceeds should be spent during the school year in which they are raised. (SGF procedure, 4.11)
- As a guideline, no more than 10% of a school's net fundraising proceeds should be carried forward to the following year. For Councils, it is prudent to carry forward \$1,000 to cover any start up costs for the following year.
- If funds are being collected for a major initiative, schools may develop a multi-year plan and accumulate funds in a reserve sub-ledger.



## CSC – Liability & Insurance

- Principal authorized volunteers shall be protected against claims arising from the handling & management of fundraising activities through the Board's liability insurance coverage, subject to the terms and conditions of the policy.



# Board's Registered Charity Program

- A major fundraiser may be the solicitation of donations through the Board's Registered Charity Program.
- Approval from Accounting Dept is required prior to promoting event.
- Donations must be voluntary without any expectation of benefit to the donor.
- Funds deposited to Registered charity bank account at the Board and used to reimburse expenditures.



# Catholic School Council Finance

## Deposits

- Counted by volunteer committee (two or more)
- Counted on school premises
- Bank Deposit Slip (Admin 11) is completed & signed by fund counters and Treasurer
- Bundle deposit slip with cheques/cash and is delivered to the School Office
- Sr. Secretary/Bursar stores the bundle in the school safe until next step in processing occurs
- Sr. Secretary/Bursar posts the deposit (based on the Admin 11 completed – does not re-count the funds) into SAP and takes SAP deposit printout and the bundle to the bank.



# Catholic School Council Finance

## Deposits (cont)

- Sr. Secretary/Bursar files the SAP deposit printout attached with Admin 11 with the school records in the standard manner
- All funds must be deposited to the school bank account.
- Cash received must also be deposited. It is inappropriate to spend cash that has been collected.



# Catholic School Council Finance Procedures

## Cheques

- Treasurer obtains original detailed receipts/invoices
- Treasurer completes and signs an Admin 14 form (Cheque Requisition) and attaches the originals (Admin 14 may also need Council Chair signature – this is decided by Council)
- Submits the Admin 14 and originals to the School Office for Principal's signature
- Sr. Secretary/Bursar prepares and distributes the school cheque
- Sr. Secretary/Bursar files the cheque stub with Admin 14 along with the originals and files with school records in the standard manner
- The Admin 14 form is also completed when Council is offsetting costs originally charged to the School GSB (budget). A purchase order is referenced and the original invoices are maintained centrally.
- If a receipt has been misplaced, an Admin 19A must be filled out and signed by the Principal, BEFORE the cheque is cut.



# Catholic School Council Finance

## Cheques (Pre-Approved Routine/Weekly payments)

- An Admin 14a form (Pre-Approved Cheque Requisition) is completed and signed by all required with base information
- Multiple copies are made of this partially completed form; then weekly amounts can be inserted and cheques issued as required
- Sr. Secretary prepares the cheque based on the pre-approved form with amount indicated. Original detailed receipts/invoices are obtained by the School Office at the time item delivery (i.e. Pizza orders)
- Sr. Secretary/Bursar attaches the original detailed invoices and distributes the school cheque
- Sr. Secretary/Bursar files the cheque stub with Admin 14a along with originals and files with school records in the standard manner



# Catholic School Council Finance

## Transfers to Offset School Expenses

- An Admin 15 form (Transfer from Catholic School Council Funds) is completed and signed by all required
- The form is completed to approve the amount of Council funds to offset other school activities that are processed in the school bank account.  
Example:
  - Council decides to provide \$500 towards the Grade 8 Graduation
  - Admin 15 indicates the Council sub-ledger to charge/debit and the name of the School sub-ledger that will be credited and the amount
  - Treasurer completes the “Reason” with enough detail so that the transaction indicates information needed for reporting (i.e. “Gr 8 Graduation offset part of DJ costs”)
- Sr. Secretary/Bursar posts the transfer (based on the Admin 15 completed) into SAP, prints the SAP transfer to attach with the Admin 15 and files with school records in the standard manner



# Catholic School Council Finance

## Reports

- Treasurer requests the “Sub-ledger Line Item” reports for “School Council” type sub-ledgers from the Sr. Secretary/Bursar.
- Provide ample notice so that the School Office has enough time to provide the reports. (These can also be downloaded into Excel)
- **The sub-ledger line item reports are detailed ledgers. These reports need to be reviewed and summarized by the Treasurer onto Budget/Financial Plans and Revenue vs Expenditure Reports**
- The Annual Revenue vs Expenditure Report copy is required by the Accounting Services Dept by September 20<sup>th</sup> each year
- Annual fiscal year is September 1<sup>st</sup> to August 31<sup>st</sup>.



# PARENT ENGAGEMENT FUNDING

The Board of Trustees approved **Parent Engagement funding for each Catholic School Council (CSC)** commencing with the 2019-2020 school year.

Each Catholic School Council will be allocated \$500.

Funds are to be used **to support programs, strategies and initiatives that involve parents or the school community**. Catholic School Councils are to report to the school community at the end of the school year on how the funds were spent and to include a separate line noting the Parent Engagement allocation and the amount spent in the CSC annual report. The funds will be available in the school's bank account on September 25. A dedicated sub ledger account will be established to track this funding and associated expense. Please advise your Catholic School Council Chair and Treasurer about the funding. Any questions can be directed to the Accounting & Financial Services department – either Cindy Smith



# Subledger line item report

10/15/2018 13:15:51 SBA: School Ledger Line Item Report 1  
 Date Range: 09/01/2015 to 08/31/2016  
 Subledger Account Name: CSC Ice Cream Sandwich Fund SL Acc#: 02710800 Subledger Acct Type: School Council  
 Beginning Balance: 0.00 Ending Balance: 574.97

Doc. Date	Tr. Type	Cheq#	PO Number	Reason	Debit	Credit	CBK	SAP Doc#	Original Doc#
05/19/2016	Deposit			Ice Cream Sandwich Fundraiser	0.00	636.25	X	027108000120614	
06/20/2016	Deposit			Ice Cream Fundraiser	0.00	140.00	X	027108000122166	
06/23/2016	Cheque	003218		Purchase of Ice Cream Sandwiches for Fundraiser	268.03	0.00	X	027107000487068	
07/12/2016	Deposit			Ice Cream Sandwich Fundraiser	0.00	66.75	X	027108000123234	
*					268.03	843.00			



- These optional templates were provided by email upon acceptance of registration

Demonstration of Excel Templates

<https://goo.gl/PfAiCx>.



# School-Day – Cashless System

Some schools have implemented the cashless school system called School-Day

## **What is School-Day?**

School-Day is an online cashless system for use by parents, teachers and office administrative staff. We are implementing School-Day to minimize the handling of cash by students, teaches and office staff, to reduce paper, and to streamline office efficiencies.

## **Benefits for your parents?**

School-Day can be accessed from any web browser and gives parents real-time, secure access to up-to-date information, and the ability to:

- Complete online payments for trips or other activities
- Avoid the risks associated with sending money to school with your child
- Approve permission forms instantly online
- Reduce the environmental impact of photocopying permission forms and announcements
- Sign up for parent/teacher interviews
- Register your child for extra-curricular events
- Update your mobile device with calendar events specific to your child



# THANK YOU FOR JOINING AND YOUR HELP WITH CSC

- Please do not hesitate to contact me should you have any further question.
- You can reach me at [cindy.smith@ycdsb.ca](mailto:cindy.smith@ycdsb.ca)
- Ext.12481
- Or if you would like this presentation forwarded
- Or if you would like some detailed instructions sent to you



