



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Finance</b>	<i>Policy Number</i> <b>803</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 5</b>
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<b>June 4, 2013</b>	<b>June 21, 2016 July 14, 2020 May 25, 2021</b>

### POLICY TITLE:    **SCHOOL GENERATED FUNDS**

#### 1.    **PURPOSE**

The York Catholic District School Board recognizes the need to be transparent and accountable when determining the distribution of funds which are raised at the school level for the purpose of enhancing the means by which educational goals are achieved.

#### 2.    **OBJECTIVE**

School generated funds shall be used to enhance the learning environment in schools and shall be aligned with the Board’s Vision and Strategic Plan.

#### 3.    **PARAMETERS**

- 3.1    Each school shall operate one external bank account for funds generated at the school level.
  - 3.1.1    Exceptions to this include only those School Councils that have not yet moved their funds into the school bank account.
  - 3.1.2    School Councils that have their funds incorporated into the school bank account shall have those funds in separate sub-ledger(s).
  
- 3.2    The Principal and School Bursar or Sr. School Secretary will be the signatories on the school bank account. An alternate signatory is recommended (Vice Principal or Designate).
  
- 3.3    School generated funds include, but are not exclusive to, HST rebate, cafeteria commission, photographer commission, uniform commission, vending machine commission, PRO grants, etc. and must be processed through the individual school bank accounts and sub-ledgers. This information is to be shared annually with the Catholic School Council.
  
- 3.4    School generated funds also include supplementary material fees, student activity fees, co-curricular fees, excursion/field trip fees and fundraising, all of which are covered with specific policies as noted in the Cross Reference section.

- 3.5 School generated funds shall be used for school purposes and are to complement, not replace, public funding for education. Funds shall be utilized for 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.
- 3.6 School generated funds may be utilized to offset costs for students who cannot afford to fully participate in school activities.
- 3.7 Activities to raise funds for support of charities shall only be organized if the charity is listed on the Canada Revenue Agency website. All exceptions to this practice (e.g. collection of funds for individual community charitable needs) must have written approval from the Superintendent of Education and must also be approved by the Director of Education if the expected amount to be raised is in excess of \$1,000. This is not applicable for gift-in-kind collections. The funds raised for external charities shall be recorded in a separate sub-ledger.
- 3.8 Co-curricular activities/events and school nutrition programs may be subsidized with school generated funds.
- 3.9 School generated funds may be used for school yard and sports facilities improvement projects through the School Enhancement Request Form (Admin 56) and process, within the limits outlined in Board procedures. These improvements may not result in a significant increase in school or board operating or capital costs and future maintenance and repairs.
- 3.10 Enhancements to school facilities (painting, gymnasium upgrades, etc.), through the completion and approval of the School Enhancement Request Form (Admin 56) process and within the limits outlined in Board procedures, may be supported by school generated funds. These improvements may not result in an increase in the student capacity of a school or a significant increase in school or board operating or capital costs. Annual costs of future maintenance and repairs resulting from the work may be considered.
- 3.11 School generated funds may not be utilized for facility renewal, maintenance or upgrades that are to be fully funded through grants the School Board receives for renewal from the Ministry of Education.
- 3.12 School generated funds 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.
- 3.13 School generated funds may not be utilized for political activities or administrative expenses.
- 3.14 Funds generated at the school level shall be expended, where possible, within the school year. If, as part of their school level planning, schools decide to develop a multi-year plan geared towards achieving a major initiative (i.e. school shade project, yard naturalization, outdoor classroom) these funds should be set aside in a special reserve sub-ledger.

- 3.15 In exceptional circumstances (i.e. strike lockout, pandemic closure), where funds cannot be fully expended as planned, schools can carryforward their funds to be used in subsequent years with the Catholic School Council and principal's approvals. Schools should use the funds for the purpose that it was raised (e.g. graduation ceremony).
- 3.16 In the event of a school consolidation/closure any residual school generated funds shall be proportionately distributed, based on student enrolment, to the affected schools.
- 3.17 School generated funds available in the reserve sub-ledger may be utilized towards public relation type expenditures as per the definition and maximum outlined in the current administrative procedures.
- 3.18 **Liability and Insurance**
  - 3.18.1 The Board shall be protected against claims arising from the handling of school generated funds, through its crime insurance coverage, subject to the terms and conditions of the policy.
  - 3.18.2 Staff and Principal-authorized volunteers shall utilize risk management practices that promote safety, accountability and due diligence in the handling and management of school generated funds in an effort to minimize related risks and exposure to liability.
- 3.19 All funds generated at the school level shall be secured in the schools safe and shall be deposited into the appropriate school bank account on a regular basis, minimum weekly for secondary schools and bi-weekly for elementary schools, to prevent theft and loss of funds.
- 3.20 Accurate accounting shall be maintained by school administration to comply with the requirement of accountability for both the Principal and the school community. A summary of overall financial activity shall be provided to the Catholic School Council annually.
- 3.21 Accurate records and supporting documentation of daily transactions, including fees collection, deposits, reimbursements and payments, 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. The annual financial reports are due to the Board by September 20<sup>th</sup> each year.

#### **4. RESPONSIBILITIES**

##### **4.1 Director of Education**

- 4.1.1 To oversee compliance with the School Generated Funds policy.
- 4.1.2 To determine progressive discipline action if policy breach is identified

##### **4.2 Superintendent of Education, School Leadership**

- 4.2.1 To review, on an annual basis, the school bank account for each school.
- 4.2.2 To provide guidance to principals on what can be included as expenditures of school generated funds.
- 4.2.3 To act as a resource on any questions regarding interpretation of this policy.
- 4.2.4 To immediately report cases of non-compliance to the Director of Education.

#### **4.3 Principal**

- 4.3.1 To ensure that this policy is followed and that the school generated funds have a designated purpose that is consistent with the school board's mission and values as well as the school improvement plan, and that the funds are used for their intended purposes. Activities will support student achievement and not detract from the learning environment.
- 4.3.2 To approve expenditures and the allocation of school generated funds.
- 4.3.3 To complete all documentation as outlined in the School Generated Funds Administrative Procedures.
- 4.3.4 To ensure that staff and authorized volunteers are aware of this Policy and related School Generated Funds Administrative Procedures.
- 4.3.5 To supervise the record keeping of all school generated revenues and expenditures that occur.
- 4.3.6 To ensure safe counting and storage of school generated funds, proper deposit procedures and appropriate reporting to the community.

#### **4.4 Chief Financial Officer and Treasurer of the Board**

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

### **5. DEFINITIONS**

#### **5.1 Co-Curricular Activities**

Co-Curricular 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.

#### **5.2 Core Curriculum**

Core curriculum materials are learning materials that are required for completion of a unit of study or a high school course credit. 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 Facilities Renewal**

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).

#### **5.4 School Enhancement Requests**

Permission to Enhance/improve a school facility using fundraising proceeds is granted per the YCDSB Form Admin. 56 School Supplementary Request Form and process as per the dollar limits outlined in the procedures.

#### **5.5 Supplementary Materials**

Materials required beyond those required for core curriculum as determined by the Ministry and the Principal in consultation with the Superintendent of Education, School Leadership.

Supplements may include:

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

**6. CROSS REFERENCES**

- YCDSB Policy 303 [School Organized and Continuing Education Excursions](#)
- YCDSB Policy 312A [Textbooks, Program Enhancement Fees or Replacement of Materials - Elementary](#)
- YCDSB Policy 312B [Textbooks, Program Enhancement Fees or Replacement of Materials - Secondary](#)
- YCDSB Policy 423 [Conflict of Interest for Employees](#)
- YCDSB Policy 603A [School Fundraising](#)
- YCDSB Policy 603B [Fundraising for External Charitable Purposes](#)
- YCDSB Policy 606 [Catholic School Councils](#)
- YCDSB Policy 608 [Volunteers in Schools](#)
- YCDSB Policy 801 [Use of Board and School Funds for Recognition or Acknowledgement Purposes](#)
- YCDSB Policy 808 [Travel, Meals and Expense Reimbursement](#)

- YCDSB School Generated Funds Administrative Procedures
- YCDSB Registered Charity Program Guidelines
- YCDSB Form Admin. 86 Projected Fundraising for the School Year
- YCDSB Form Admin. 86A School Fundraising Summary
- YCDSB Form Admin. 56 School Supplementary Request Form & Process
- YCDSB Form Admin 106 Supplementary Course Materials and Activities Fees -Approval Form for Elementary & Secondary
- Canada Revenue Agency <http://www.cra-arc.gc.ca/charities>

[Municipal Freedom of Information Protection of Privacy Act](#)

<b>Approval by Board</b>	<b>May 25, 2021</b> _____ <i>Date</i>
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