



POLICY

1. The Windsor-Essex Catholic School Board permits fundraising through school councils and/or staff in school communities with the approval of the principal acting in consultation with the School Council. All fundraising activities, whether for the school or for an approved organization, shall be related to charitable, humanitarian, educational, or service activities that are in keeping with the Board's Mission and Vision.
2. The Board acknowledges and shall adhere to the requirements of Provincial Legislation concerning canvassing and fundraising:

"No principal, vice-principal or teacher, without the prior approval of the board that operates the school at which they are employed, shall authorize any canvassing or fundraising activity that involves the participation of one or more pupils attending the school." R. R. O. 1990, Regulation 298, section 25 (2).
3. The Board recognizes that school councils and/or staff may wish to enhance the learning environment of the school in accordance with provincial and local regulations governing fundraising.
4. The Board acknowledges its responsibility for the safety and well being of students entrusted to its care.
5. The Board shares accountability with the Catholic School Councils and schools for the full disclosure of all funds raised through the support of parents, students and staff and expended for the benefit of the students. A school council shall ensure that the funds raised by it are used in accordance with any applicable policies established by the board.
6. Schools and/or School Councils are the only vehicles through which funds may be raised. No person shall engage in fundraising activities without consent of the Principal acting in consultation with the School Council. All funds generated within a school community must be accounted for through the school account or the School Council account (see ACCOUNTING PROCEDURES AND INTERNAL CONTROLS – page 4).
7. The best interests of the school community must be taken into consideration at all times when raising and dispersing funds.
8. All fundraising activities conducted under the jurisdiction of the Board as well as the purposes toward which the proceeds of fundraising are directed must be consistent with the mission, values and goals of the Board.

REGULATIONS

Alcohol and Gaming Commission of Ontario (AGCO) – lottery terms and conditions

Municipal By-laws- Lottery Licensing

Provincial Policies (AGCO) – use of lottery revenue

Municipal Policies – use of lottery revenue

Education Act and Regulations including 612/22 – Fundraising

- (1) Subject to subsection (2), a school council may engage in fundraising activities.
- (2) A school council shall not engage in fundraising activities unless,
 - (a) the activities are conducted in accordance with any applicable policies established by the board; and
 - (b) the activities are to raise funds for a purpose approved by the board or authorized by any applicable policies established by the board.
- (3) A school council shall ensure that the funds raised by it are used in accordance with any applicable policies established by the board.

BOARD REGULATIONS

1. All major fundraising campaigns and all licensed events such as lotteries, Nevada tickets and bingos shall be carried out under the joint jurisdiction of the Principal and the School Council. The Proposal (Form A) will be prepared at the end of a school year by the Principal (Part 1) and the School Council (Part 2) after seeking sufficient and appropriate input from the school community for the upcoming school year. The School Council is an advisory body that may make recommendations as to the use of funds to the school principal. The Proposal will include all anticipated money generated in the name of the school regardless of its source or use and indicate the following:
 - The source of revenue
 - The time period during which it will be generated
 - The person responsible for the activity
 - The anticipated proceeds
 - The anticipated net proceeds
 - The purpose for which the net proceeds will be used.

The Proposal (Form A – Parts 1 & 2) is to be submitted to the School Superintendent by May 31. The School Superintendent will review the Proposal, and in consultation with the principal, make any necessary adjustments. A signed copy of the Proposal (Form A – Parts 1 & 2) should be returned to the school by October 31. For the months of September and October, activities similar to those of the previous years may be undertaken.

2. Schools and school councils are encouraged to conduct annual budget discussions at the beginning of the school year. The newly elected school council with the principal shall review the needs of the school community and formally approve the fundraising activities designed to address those needs.

A copy of the approved Proposal (Form A – Parts 1 & 2) will be kept in the school and used in conjunction with the review of the monthly and annual financial reports.

In the event that a fundraising need presents itself after the Proposal (Form A – Parts 1 & 2) has been accepted and such a fundraising need is in keeping with the requirements of Board policy on fundraising, the school's Superintendent shall have discretionary powers to authorize fundraising activities not included on the Proposal for the current year. Such activities shall be submitted to the School Superintendent for inclusion in a revised Proposal (Form A – Parts 1 & 2).

3. It is expected that the fundraising activity alone, or in combination with other activities, shall neither interfere with program delivery nor place undue burdens on the staff, the students or their families. The Principal shall approve the content and/or posting of any advertising materials, or the distribution of notices dealing with fundraising events.
4. The Board recommends that no more than two (2) major campaigns be undertaken in a school year. As a guideline, a major campaign may be defined as an event whose purpose is to generate significant revenues, large enough to support the needs and involve the participation of the whole school community for that school year as outlined in Proposal (Form A – Parts 1 & 2).
5. Campaigns of a minor, parish sponsored, or charitable nature as outlined in the Proposal (Form A – Parts 1 & 2) shall be permitted in each school at the discretion of the Principal in consultation with the School Council. As a guideline, a minor campaign shall be defined as one that involves a selected portion of the student body and may include, but is not limited to: Juice/milk sales, school lunches, mission raffles, etc.
6. Specific prohibition shall be placed on:
 - a. Canvassing on streets, in malls, public places, and door-to-door canvassing by elementary students; and
 - b. Unaccompanied canvassing by secondary students. Students at this level shall canvass in pairs or be accompanied by an adult.
7. The Principal shall ensure that schools consider the concepts of "value for money" and "wellness" in the selection of fundraising activities. Fundraising activities are to be scheduled so as not to overburden each household at any one time.
8. Where a family has more than one child in the same school, the number of children participating in any fundraising activity shall be a family decision. Student participation shall be on a voluntary basis.
9. Decision making as to the disbursement of funds generated through any fundraising is the responsibility of the Principal in consultation with the School Council. Their joint role is to ensure that there is a fair and equitable distribution of fundraising proceeds for the direct benefit of the students. All monies raised in a given school year are to be utilized, whenever possible, on behalf of the students in the same school year. When monies raised in a given year are not spent but held for future contingencies, the amount of the contingency fund and the reasoning for the contingency must be described on the Proposal (Form A – Parts 1 & 2) submitted to the School Superintendent. If the School Superintendent does not approve by his/her signature, permission may not be granted for future fundraising.

10. Schools shall be encouraged to ensure, through Proposal (Form A – Parts 1 & 2), that a percentage of the net proceeds of fundraising are directed to a charity selected by the school.
11. An annual financial summary of all fundraising activities conducted during the previous school year shall be presented to the school community and submitted to the Superintendent of Education by the Principal and the School Council no later than October 31. The following reports are required to be used:
 - FORM B – School Council Fund Raising Activities: Annual Summary Record
 - The 'DETAILED CATEGORY SUMMARY' from the School Banking Program
12. The Board will require a copy of the audited financial statements from schools involved in licensed fundraising activities; for example, bingo (where applicable).

ACCOUNTING PROCEDURES AND INTERNAL CONTROLS

PREFACE

Proper accounting procedures and internal controls must be followed by schools and School Councils to ensure the safekeeping of school funds and to protect Principals, Parents and other Board employees from charges of impropriety.

1. Accounts

1.1 School Funds Account:

School Funds are cash and cheques collected by students or school staff or realized from outside sources that are to be deposited and administered through a single bank account in the school name. The school bank account requires two signing officers one of which must be the Principal or designate.

1.2 Source of School Funds:

- Fees: e.g. student activity fees, student council, yearbook, uniform, athletics
- Refundable Deposits: e.g. book uniform, instrument
- Sales: e.g. beverage, milk funds, food items, pizza and hot dogs days etc.
- Co-curricular: e.g. field trips, guest appearances, buses
- Special Events: e.g. walk-a-thons, read-a-thons, dances, dramatic performances, etc.
- Fundraising activities through sale of chocolate bars, poinsettias, coupon_books, etc.
- Contribution from School Councils
- Donations
- Funds collected for charitable endeavours e.g. mission drives, Canadian Cancer Society, etc.

1.3 School Council Funds Account

School Council Funds are cash and cheques collected by the School Council acting in partnership with the school and with the approval of the principal. School Council funds are to be deposited and administered through a single bank account in the School Council name. The School Council bank account requires two signing officers one of which must be the Principal or designate. The following shall be authorized to sign cheques:

- a. At least one parent on the Executive of the School Council, usually the Treasurer or the Chairperson;
- b. The Principal, Vice-Principal or designate.

All School Council records and ledgers must be stored on the school premises in a dedicated lockable space, clearly marked "School Council Records." The records must be readily accessible to School Council members."

1.4 Source of School Council Funds

- Funds generated from fundraising activities sanctioned and conducted by the School Council with the approval of the principal.
- Other lesser sources of funds such as interest, donations, etc.

1.5 Activity Reports

All schools are required to use the school banking software program. This program provides for the generation of 'activity reports'. Each individual 'activity report' contains the record of all revenues deposited to and disbursements from the school account for any given school activity. The school is required to produce and maintain an on-going activity report for each school activity.

1.6 Security Procedures

Each school is to ensure adequate security procedures for cash and deposits on hand. Proper procedures include:

- Frequent deposits limiting cash on hand
- Secure restricted area for cash and deposit reconciliations in a designated locked and safe location which has limited access.
- Dual custody of cash/cheques during counting.
- Ensuring funds not leave the premises to be counted.
- Minimum petty cash balances

1.7 Petty Cash Procedures

School Councils and schools may have petty cash on hand for incidental expenses. A separate ledger shall be used to record these disbursement and all receipts shall be kept on file. Once petty

cash has been depleted, it shall be replaced only by a cheque drawn on the school or council account, not cash collections.

1.8 Use of Funds

- When funds have been received for a specific purpose the school/school council shall ensure the proceeds are directed toward that specific purpose.
- Minutes of the School Council meetings shall record the purpose for which the School Council funds are to be used as well as the motion authorizing the expenditure.
- Expenditures related to each of the above sources shall not exceed revenue received from that source, except where prior approval is received from the principal.
- Payments made for benevolent purposes shall be made only for the benefit of students. An example of a benevolent fund payment would be the payment of the cost of a school field trip for a student.
- Funds raised for no specific purpose such as profits from vending machines can be used only for student related activity at the discretion of the principal.
- Where long term contracts (greater than a year) are being contemplated by the School or School Council, the original agreement should be sent to the Superintendent of Business or designate for review and approval.

2. Accounting Records & Documentation

2.1 It is the principal's responsibility that detailed record keeping practices are utilized in the recording of receipts and disbursements generated by fundraising activities in accordance with those prescribed by the Superintendent of Business and Treasurer of the Board. All receipts and disbursements must be recorded in a general ledger, which must be balanced monthly. All schools are required to use the School Banking Program to facilitate their record keeping requirements. School accounts shall be reviewed by the Superintendent of Business, or his/her designate.

2.2 Revenue and Expenditure Records

- a. For money received, the following information is required:
- Date received
 - Amount collected
 - Purpose of funds
 - Name and signature of person from whom money is received
 - Date of deposit

When funds have been collected from a classroom for a school's major fundraising event(s), a sealed envelope containing the funds shall be submitted immediately to the school office. The envelope will indicate the following information:

- Teacher
- Classroom
- A class list indicating the funds collected by each student

- Teacher's signature on class list confirming total amount submitted
 - The date of submission to the office
- b. All disbursements of school funds are to be made by cheque, and must be supported by supplier invoices or receipts. The following information is required to be kept on file at the school:
- Date cheque issued
 - Amount of cheque
 - Name of payee
 - Reason issued

A signature on a cheque indicates that supporting documentation has been examined and that approval has been granted. Thus, signatures shall not be provided without proper supporting documentation (i.e. Blank cheques shall not be signed).

2.3 The following records and supporting documents are to be kept by the school and the School Council for seven (7) years as per the dictates of the Canada Customs and Revenue Agency.

- monthly bank statements/passbooks;
- deposit books;
- month-end bank reconciliations;
- cancelled cheques
- void cheques
- deposit slips, voucher slips(with invoices, receipts or other supporting documentation attached);
- accounting reports: the month-end general journal and/or the general ledger by account reports;
- GST reports.

It is required that the School, School Council, and the Lottery & Gaming records of each year be boxed, labelled and stored on school premises. Permission from Revenue Canada must be obtained before any records are destroyed.

2.4 Lotteries and Games of Chance

- Before obtaining a license the local municipality shall be contacted to explain the type of activity being contemplated by the school or school council. The application shall be prepared in the name of the school and signed by the principal.
- The terms and conditions of the Alcohol and Gaming Commission of Ontario (AGCO) regulations require that the expenditures incurred are within the guidelines of the established budget and are consistent with the revenues received.
- The reporting for a licensed event shall be in accordance with established regulations and procedures of the AGCO.

- The principal and any person with signing authority for lotteries and games of chance funds shall ensure that the school is in compliance with the rules and regulations of the AGCO, particularly the audit or the review requirements.
- The principal shall conduct appropriate consultation with the Bingo Committee and/or other members of the School Council regarding bingo revenues and expenditures.

2.4 BELOW HAS BEEN MOVED FROM 1.3

A separate bank account is required for the Bingo proceeds. A school bingo bank account requires two signing officers, one of which must be the Principal or designate. If the School Council is involved in the running of bingos, the following shall be authorized to sign cheques:

- a. At least one parent on the Executive of the School Council, usually the Treasurer or the Chairperson;
- b. The Principal, Vice-Principal or designate.

3. Reporting

SCHOOL FUNDS ACCOUNT

- 3.1 A report for each account or activity shall be printed upon completion of the event and forwarded to the appropriate class or club. The teacher in charge shall review, ensure accuracy and retain the report.
- 3.2 Copies of all activity reports which record disbursements from the school funds account shall be provided to the school community for inclusion in the School Council minutes on a monthly basis.
- 3.3 A bank reconciliation shall be prepared monthly accompanied by the report entitled "Summary of All Account Balances by Account Type" and filed at the school.
- 3.4 On October 31st the bank reconciliation and the "Detailed Category Summary – All Transactions to Date" shall be signed by the Principal and School Council Chair and submitted to the Superintendent of Business with a copy to the School Council.

SCHOOL COUNCIL FUNDS ACCOUNT

- 3.5 A bank reconciliation, prepared monthly and accompanied by a general ledger summary, shall be presented at each regular meeting of the School Council.
- 3.6 At the end of the school year the bank reconciliation of the School Council Account and the detailed general ledger of all transactions for the year shall be submitted to the School Council, the Principal and the Superintendent of Business.

4. Audit

- 4.1 The Superintendent of Business or his/her designate shall have the option to audit the school records to ensure that all records are in proper order and that policies and procedures are understood and correctly implemented.

- 4.2 All school accounts and School Councils accounts are subject to audit by the Board's external auditors.
- 4.3 A copy of the audit results will be distributed to the school Principal, the School Council and the Treasurer of the Board. The Principal will be required to provide a written follow-up letter outlining any changes or explanations from the audit report.

Amended by the Board: November 13, 2001 (Accounting/Reporting Procedures)

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Amended by the Board: March 8, 2005

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Related Policy:

Related Board Committee:

Policy Review Date: 2010