



## **Fundraising and School Generated Funds**

**# 700.05**

<b>Adopted:</b>	September 9, 2003
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<b>Responsibility:</b>	Superintendent of Business & Treasurer
<b>Next Scheduled Review:</b>	2023-24

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### **POLICY STATEMENT:**

The Brant Haldimand Norfolk Catholic District School Board (the "Board") recognizes that parents and communities may choose to support their schools through fundraising activities. These activities have the potential to enrich the experience of our students and also help build a broader sense of community.

Fundraising activities must be complementary to Catholic education, voluntary, safe, accountable, and transparent. The Board is supportive of fundraising activities that increase student engagement, support Catholic values and promote a sense of philanthropy, awareness and understanding while building strong partnerships.

### **APPLICATION AND SCOPE:**

This Policy and Administrative Procedure provides guidance to all schools and groups regarding how to plan and administer all fundraising and school activities and how to report on these activities to the school community. The procedures outlined applies to all funds received, raised or collected in the name of school or school activity, or on behalf of the Board, school or Catholic School Council.

### **REFERENCES:**

- The Education Act
- Ontario Regulation 78/12 Gaming Control Act
- Ontario Regulation 612/00 School Council and Parent Involvement Committees
- 200.01 – Nutrition: Creating a Healthy Environment
- 200.02 – Fees for Learning Materials and Activities
- 200.31 – Catholic School Advisory Council
- 200.24 – Regional Catholic Parent Involvement Committee
- 300.17 – Professional Standards & Conflict of Interest
- 500.01 – Education Field Trips and Excursions
- 700.01 – Procurement
- 700.02 – Cash/Equipment Donations
- 700.04 – Employee Expenses
- Ontario Association of School Business Officials Guidelines for School Generated Funds (2014)
- Public Sector Accounting Board (PSAB) Accounting Standards
- Ministry of Education Fundraising Guidelines
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

### **FORMS:**

- Proposed School Fees and Fundraising Plan
- Funds Received Form
- Purchase Approval Form
- Additional Fundraising Approval
- School Council Annual Report
- School Generated Funds: Change in Principal



**DEFINITIONS:**

**Catholic School Council:** Consists of parent volunteers who actively participate to improve our students' learning experience and enhance the accountability of the education system to parents. Catholic School Councils act in an advisory capacity to the school administrators to improve the overall effectiveness of the school.

**Fundraising:** Fundraising is any activity (as permitted under this Policy and Administrative Procedure) undertaken to raise money or other resources, that is approved by the school Principal, in consultation with and upon the advice of the Catholic School Council or Student Council.

**School Community:** The school community refers to students, parents, guardians and caregivers, Catholic school councils, trustees, school administrators, staff, members of the broader community and partners, as well as others, who support a local school and the students that attend that school.

**School Generated Funds:** School Generated Funds (SGF) are funds that are raised and collected in the school or broader community in the name of the school by Catholic School Councils or other school or parent-administered groups (with the exception of funds raised by the Ontario Home and School Associations). SGF are administered by the school Principal and are raised or collected from sources other than the Board's operating and capital budgets.

SGF is a broad category, which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs such as collections for and payments to charities or other third parties (i.e. school trips, lunch programs, etc.).

**ADMINISTRATIVE PROCEDURES:**

**1.0 Fundraising Activities**

- 1.1 School fundraising activities are conducted under the guidance of the school Principal, in accordance with Board policies and with advice and input from the school community. Funds raised for school purposes are used to complement, not replace, public funding for education. Fundraising must have a designated purpose as outlined in the *Proposed School Fees and Fundraising Plan*. All proceeds are to be used for their intended purposes.
- 1.2 Participation in fundraising activities is strictly voluntary. Individuals cannot be compelled to participate in any fundraising activity, nor should they be subject to penalties or be denied benefits, if they choose not to participate. Students participating in any fundraising activities will not be held responsible for any loss that may occur during the course of any fundraising.
- 1.3 Each school is permitted two school-sponsored community fundraising events per year, one of which may be for Catholic charitable purposes. Principals may also elect to donate a portion of their fundraising proceeds for Catholic charitable purposes. All additional funds raised or collected (i.e., class trips, hot lunches, milk, etc.) must be approved by the Principal, who will consult with the school Superintendent as required, through the annual School Fees and Fundraising Plan. Additional community fundraising may be permitted. Approval is required for any additional community fundraising and must be obtained prior to the commencement of any activities. The *Additional Fundraising Approval form* accompanies this Policy and Administrative Procedure.
- 1.4 The safety of students is a primary consideration in all fundraising activities; student fundraising requires appropriate supervision and should be age appropriate. The Board does not endorse or encourage any door-to-door fundraising and canvassing. Prior approval of the school Superintendent must be obtained for any fundraising activities conducted off school property. Students (under 18 years of age) participating in any fundraising activity off school property must have written parental or guardian consent.
- 1.5 Schools may engage in certain lotteries or games of chance, specifically raffles, 50/50 draws, cash calendars, and bingo. All other lotteries or games of chance are prohibited. The game of bingo must be held off site. In order to raise funds through the above activities, a lottery license must be obtained



through the Alcohol Gaming Commission of Ontario (AGCO) or the school's local municipality. It is the responsibility of the school Principal to ensure that all terms and conditions of the lottery license are met, which includes (but is not limited to): applicable fees, maintenance of a separate in-trust bank account and general ledger, and monthly and annual financial reports. Please contact the Manager of Financial Services prior to committing to any lottery or game of chance as a fundraiser.

- 1.6 Funds raised through initiatives at the school-level should normally be used in the year they are raised, unless designated for a specific, approved long-term project.
- 1.7 Approvals are required for any educational field trips or excursions in accordance with 500.01 *Education Field Trips and Excursions*. This includes any day trips (within and out of Brant, Haldimand, and Norfolk) and overnight trips (within and out of Canada). The Superintendent of Business & Treasurer must authorize any third-party agreement for fundraising or educational excursions prior to a school entering into such an agreement.

## **2.0 School Generated Funds**

- 2.1 Funds are generated in schools from a number of different sources and used in a number of different ways. This Policy and Administrative Procedure applies to all funds that are received, raised or collected in the name of the school or school activity. These funds are under the direction and control of the school Principal. Generally, this means all funds available to the school, other than funds provided by the approved budget of the Board.
- 2.2 *Appendix A* outlines examples of acceptable and unacceptable uses of fundraising proceeds.

## **3.0 Roles and Responsibilities**

- 3.1 Family of Schools Superintendent:
  - Reinforce to Principals the need to adhere to Board policies, procedures, and guidelines.
  - Verify that schools are complying with the reporting requirements of this Policy and Administrative Procedure (particularly the *Proposed School Fees and Fundraising Plan* and *Catholic School Council Annual Report*).
  - Report to the Manager of Financial Services or the Superintendent of Business & Treasurer:
    - funds that are lost or stolen.
    - any misuse of funds.
    - failure to follow any policy or guidelines.
- 3.2 Principal:
  - Ensure that the guidelines for *School Generated Funds* are implemented in compliance with this Policy and Administrative Procedure.
  - Ensure the Catholic School Council is aware of and understands their roles and responsibilities.
  - Ensure processes are in place to adequately control the funds within the school, including security over cash and records.
  - Act as one of the approved signing officers on the school bank account(s).
  - Ensure staff members or the school community are not collecting and managing funds in their own personal bank account.
  - Communicate responsibilities to all staff.
  - Ensure there is a primary contact for each club or class involved with financial transactions.
  - Review, sign and date monthly bank reconciliations, *Proposed School Fees and Fundraising Plan* and annual reports.
  - Review records monthly; at a minimum.



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- Distribute and/or make available the annual *Proposed School Fees and Fundraising Plan* as outlined in this Policy and Administrative Procedure.
- Notify the school Superintendent and Manager of Financial Services immediately if funds are lost, stolen, or misused.
- Ensure the school, or any individual associated with the school, does not enter into contracts in the name of the school or the Board.

### 3.3 Staff and/or Primary Contact for School Activities

- Collect and count money from students or other sources as required.
- Complete the *Funds Received Form* to be accompanied with any money submitted.
- When cash/cheques are collected, they must be given to the designated individual in the main office on a daily basis (funds are not to be kept in the classroom).
- Ensure invoices have the appropriate approval(s) and are delivered to the designated individual for payment.
- Ensure details of financial activity related to their class or club are recorded correctly.
- Ensure funds received are disbursed as per the intent of the funds raised or collected.
- Request and review transaction reports on a regular basis and advise the designated individual of any discrepancy.

### 3.4 School Secretary

- Implement the guidelines for school generated funds as directed by the Principal.
- Act as one of the approved signing officers on the school bank account(s).
- Count and verify funds received for deposit.
- Prepare bank deposits and deposit funds at the bank as required.
- Issue cheques ensuring all requests for payments are properly supported and approved by the Principal.
- Maintain up-to-date accounting records, including posting and managing funds in *School Cash Online* and in a timely manner.
- Prepare monthly bank reconciliations and other reports as requested.
- Advise the Principal of deviations from the guidelines outlined in this Policy and Administrative Procedure.
- Prepare the annual financial report and submit it to the Principal.
- Assist during internal and external audits.

## 4.0 Accountability and Reporting

### 4.1 Banking Requirements

- Bank accounts shall be established for SGF and must be in the name of the school.
- Each school is entitled to possess one bank account, with the exception of an in-trust account as required by the terms and conditions of a school's lottery license.
- All cheques drawn from the SGF account require two signatures, one of which must be the Principal (or designate).
- It is acceptable to have up to four signing officers. The Principal must be one of the four. Typically, the Principal, Vice-Principal, Administrative Assistant or Catholic School Council Treasurer can be designated as a signing officer. In the absence of a Vice-Principal, the Teacher-in-Charge may act as a signing authority.
- Cheques will be pre-numbered and will include a cheque stub or duplicate cheque for recording disbursement information.
- Monthly bank statements and returned cheques (or images) are required to be sent to the school.



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- It is recommended that such accounts be opened at a branch of the Board's bank, where possible.

### 4.2 Accounting Procedures

- A computerized accounting system (as supplied by the Board) must be used to track and report all revenues and expenditures for each school activity.
- All deposits and disbursements for any school generated activity must be recorded in the general ledger and reconciled monthly.
- All accounting records must be kept on file for seven years, in accordance with the Board's *Records Retention Schedule*. This includes all supporting documentation for deposits, disbursements, bank reconciliations and annual reports. Any questions regarding retention requirements should be directed to the Manager of Communications.

### 4.3 Harmonized Sales Tax (HST)

- Schools and fundraising groups will collect HST on sales, where required.
- Schools are eligible for the HST public sector rebate.
- The Principal shall prepare and submit an HST report to the Board annually; at a minimum.
- The Board will process rebates and provide an electronic funds transfer to the school.

### 4.4 Receipt of Funds

- All SGF are deposited intact to the bank account promptly and recorded into their appropriate category. Monies shall not be withheld for any payment of related expenses.
- All money received at the school is to be stored on site in the school's secure safe. Money is not to be removed from the school, unless to be taken directly to the bank.
- A *Funds Received Form* must be completed and accompany any money collected and submitted to the designated individual in the main office.
- Monies collected must be deposited soon after submission. Deposits are to be made on a weekly basis or more frequently if a significant amount has been collected.
- All supporting documentation, including *Funds Received Forms* and deposited slips shall be retained for audit and accountability purposes.
- Students will not be responsible for deposits.

### 4.5 Disbursements of Funds

- All payments are to be made by cheque; printed using the approved computerized accounting system.
- Pre-signing of cheques and the use of signature stamps are unacceptable.
- A *Purchase Approval Form* must be completed and accompany any request for payment prior to being reimbursed through SGF.
- Where funds are to be expended from a Catholic School Council category, the Minutes of the School Council meeting shall record the motion authorizing the expenditure and the purpose of its use.
- All disbursements must be accompanied by an original invoice, receipt or other sufficient supporting documentation prior to payment being issued.
- Cheques made payable to *cash* or payments in advance to employees are not acceptable.
- Any unused cheques are to be stored in a designated, secure location in order to prevent loss or theft.
- Under no circumstances should petty cash be used.
- All funds owing to the Board should be repaid by June 30<sup>th</sup>, to be included in the current year's budget.
- All void and non-sufficient funds (NSF) cheques will be retained as part of the accounting records.



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4.6 Taxable Receipts

- The Board facilitates and administers all charitable tax receipts on behalf of all schools and the Board.
- Funds are to be forwarded to the Supervisor of Accounting to process all tax receipts requested and the funds will be held in trust for the school until such time as the Principal requests the use of the funds.
- Charitable tax receipts are issued for donations of \$20 or more, unless requested by the donor.

4.7 Financial Reporting

- Bank reconciliations are to be completed on a monthly basis by a designated individual in the main office. The Principal will review and approve each bank reconciliation within 30 days of the bank statement date.
- The Principal is required to submit an annual *Proposed School Fees and Fundraising Plan*, indicating the intended fundraising and activity fees for the year. The schedule is submitted by November 15<sup>th</sup> of each year after seeking appropriate input from the school community. This Plan is to be forwarded to the school Superintendent, Supervisor of Accounting, and presented to the school community via a school newsletter, Catholic school council meeting or other accessible means.
- Year-end financial reports (as provided though the year-end roll-over) must be prepared annually and submitted to the Board by September 30<sup>th</sup> in order to be consolidated into the Board's audited financial statements.
- In accordance with *Ontario Regulation 612/00*, Principals are to complete a *Catholic School Council Annual Report*, indicating an overview of the highlights and activities for the current year. This report should be completed at the last School Council meeting each year and forwarded to the school Superintendent by June 30<sup>th</sup>.

4.8 Audit

- Records of all transactions for SGF and lottery accounts shall be available at the school for examination. The Superintendent of Business & Treasurer will designate an individual who may conduct audits on the procedures in place for all SGF. The results of the audits will be shared with the Principal, Administrative Assistant, school Superintendent and the Superintendent of Business & Treasurer.
- Records may also be requested by the Board's external or internal auditors from time-to-time.

4.9 Freedom of Information (FOI) Requests

- All FOI requests must be made through the Manager of Communications. Schools should not release any information until direction is given with respect to the request.



**Appendix A**

***Acceptable and Unacceptable Sources and Uses of School Generated Funds***

**Examples of Acceptable Sources and Uses of School Generated Funds**

The following are examples of acceptable sources and uses of school generated funds:

- Student Agenda
- Field Trips or excursions that are an extension of the curriculum and not mandatory as part of the completion of the grade/course. Alternative activities are provided for those not participating.
- Yearbooks
- Special lunch days
- Cost recovery for the replacement or repair of lost, damaged or broken materials, such as:
  - Textbooks or library books
  - Music or science supplies
  - Locks for student lockers
  - Vandalism of a locker or other school materials
  - Other loaned material
- Library book fairs
- Costs associated with Grade 8 or High School graduation
- Participation in enhancements to the physical and health education programs that are not required as part of the completion of the course, such as:
  - Rock Climbing
  - Curling
  - Ice Rentals
  - Self-Defense
- Participation in extra-curricular sports teams or events:
  - Rental of facilities (rink, field)
  - Costs of jerseys or other equipment
  - Costs of tournament entry fees and associated accommodations and transportation
- Participation in extra-curricular school clubs
  - DECA, band, Youth Leadership Conference
- Fees for printing and mailing transcripts or OSSD certificates to inactive students
- Voluntary purchases of school spirit wear
- Increase the number of computers or technology equipment in the school from what the budget originally allows
- School uniforms (most students deal directly with McCarthy's)
- Geography, History or other course trips abroad that are not required to complete a course. Alternative activities are provided for those not participating in the trips.
- School dances, semi-formals and proms
- Learning materials that are optional for the completion of the grade/course, such as:
  - Optional sewing kits and fabric in home economics
  - Higher-quality electronic materials for projects
  - Superior construction materials than those required to complete projects
- Voluntary participation in elementary retreats as part of the sacramental preparation program. Alternative arrangements are made for those not participating in the retreat.
- Assistance for students who cannot afford school activities
- Guest speakers or presentations
- Ceremonies, awards, plaques, trophies or prizes for students
- Scholarships or bursaries
- School yard improvement projects:
  - Playground equipment, Shade structures, Gardens
- Toonies for Tuition
  - Provides tuition assistance to Catholic students in provinces that have limited or no public funding for Catholic schools



**Examples of Unacceptable Sources and Uses of School Generated Funds**

*(These transactions are to be completed through the school operating budget)*

The following are examples of unacceptable sources and uses of school generated funds:

- A textbook fee or deposit
- Learning materials that are required for the completion of the grade/course, such as the items listed below. The list below is not exhaustive:
  - French workbooks
  - Spanish workbooks
  - Accounting ledgers
  - Mathematics workbooks
  - Recorders or reeds
  - Calculators, protractors and other required math materials
  - Standard art or science supplies
  - Lab materials or safety goggles
- Locker fees or lock deposit
- Field trips or excursions where participation is mandatory for the completion of the grade/course or a quiz/test/project is required based on the field trip or excursion
- Items that are funded through the allocated budget of a school board, such as:
  - Staff development and training costs
- Learning materials that are required to meet the learning expectations of the grade/course, but are consumed by the student and cannot be used again by another student in the next grade/semester
- Fees for printing and mailing transcripts or OSSD certificates to active students
- Timetables or admit slips
- Participation in elementary retreats as part of the sacrament preparation program
- Participation in secondary retreats as part of the Religious Education program
- Participation in mandatory physical and health education programs that are required to complete the course.
- Mandatory flat fees for any course leading to graduation other than optional programming
- Maintenance, sanitation or emergency repairs of a school or other Board facilities
- Infrastructure improvements or capital projects (classroom, gymnasium or other additions) which:
  - Are funded through the Ministry of Education
  - Increase the student capacity of the school
  - Increase the school or Board operating or capital costs
- Purchase of goods or services from a company in which a School Council member or employee owns or has a direct or indirect financial interest
- Professional development activities for staff
- Any salary or wages of employees
- Honourariums or other monetary payments to employees
- Advance payments to employees
- Support for partisan political activity, group or candidates
- Any fundraising activity that is not compliant with:
  - Federal, Provincial, or Municipal legislation
  - Ministry of Education guidelines and policies
  - Relevant Board Policies or Administrative Procedures