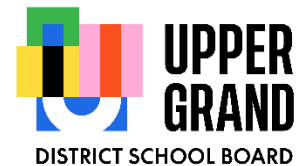


School Generated Funds Policy 709



Category:	Finance
Administered by:	Chief Financial Officer
First adopted:	April 2004
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Next Review:	2028-29 School Year

1. Policy Statement

It is the policy of the Upper Grand District School Board to permit schools to raise funds from approved sources and direct them to specific purposes for the benefit of students, the community, and recognized charitable causes. Fundraising activities must support the principles of public education, including diversity, accessibility, and inclusivity. The accounting and control of the proceeds of school generated funds shall be conducted in accordance with this policy and the associated procedures.

2. Definitions

School Generated Funds

School generated funds are funds that are raised and collected in the school or broader community in the name of the school or school activity, by school councils or other school or parent administered groups. These funds are administered by the principal and are raised or collected from sources other than the board's operating and capital budgets.

School generated funds include funds raised for school purposes as well as funds that are collected and paid out through school accounts to support a variety of programs such as payments to charities or other third parties (e.g., tour operators, hot lunch programs).

Fundraising

Fundraising is any activity, permitted under a school board's policy, to raise money or other resources, that is approved by the school principal, in consultation with, and upon the advice of, the school council, and/or a school fundraising organization operating in the name of the school, and for which the school provides the administrative processes for collection.

School Community

The school community is defined as students, parents, guardians, school councils, trustees, school administrators, staff, members of the broader community and partners, as well as others, who support the local school and student achievement.

3. Details

- 3.1 This policy applies to funds received, raised, or collected in the name of a school or school activity, or on behalf of the board by a school, family of schools, school council, or the board.
- 3.2 All fundraising activities shall have a designated purpose that falls within the overall objectives of the board, benefits students, enhances the development of educational programs and supports school initiatives.
- 3.3 School fundraising activities shall:
 - 3.3.1 ensure the dignity of and not exploit students
 - 3.3.2 reflect the values and expectations of the school community
 - 3.3.3 reflect the purposes and principles of public education including diversity, accessibility, and inclusivity
- 3.4 All groups involved in fundraising shall work in co-operation with the principal, school staff, and the school council.
- 3.5 Participation in fundraising activities shall be voluntary for students, staff and parents.

4. Responsibilities of the Principal

- 4.1 The principal shall approve all school fundraising activities.
- 4.2 The principal or designate(s) shall supervise all school fundraising activities.
- 4.3 The principal is responsible for ensuring all insurance and liability issues arising from contracts for goods, services and/or equipment are adequately addressed.

5. Procedures for Generating Funds

- 5.1 To avoid unnecessary expenditures, violation of any existing board agreements, or possible litigation, all contractual agreements required to obtain goods and/or services will be forwarded to the Manager of Procurement for review, as appropriate.
- 5.2 Any contractual agreement required to obtain goods and/or services will follow school board policies and procedures.
- 5.3 To ensure accountability, complete and accurate financial records will be kept for all fundraising activities and will follow the reporting procedures outlined in this policy.
- 5.4 Organizers of fundraising activities will comply with all municipal and provincial laws and obtain licenses and permits as required.
 - 5.4.1 The principal will be responsible for ensuring that proper licensing is in place.
- 5.5 All fundraising activities will respect the privacy of personal information of staff, students, and other individuals.

6. Use of Proceeds

- 6.1 School generated funds are not part of board revenues received from the Ministry of Education through grants.
- 6.2 School generated funds will be used for the benefit of the school environment and students, or to support recognized charitable organizations and community causes.
- 6.3 School generated funds may be used to complement but not replace the board's budget.
- 6.4 Expenditures for items purchased from school generated funds will be determined jointly by the principal and the group involved in the fundraising event or activity.
- 6.5 Proceeds will be used for the intended purpose of the fundraising activity.
- 6.6 School generated funds should normally be used within a two-year period unless designated for a specific, approved longer-term use.

- 6.7 All items purchased with school generated funds will become the property of the Upper Grand District School Board.
- 6.8 Goods and services purchased from school generated funds will meet the policy standards and guidelines of the board's Purchasing Policy 302.
- 6.9 Good and services purchased from school generated funds shall comply with board specifications and standards.
- 6.10 Principals will inform and seek approval from the appropriate superintendent(s), and authorized board staff as required for plans to purchase:
- furniture and equipment for the school and related goods and services
 - goods and services that will alter the school building and the school grounds
- 6.11 The purchase of the following with school generated funds is **not** permitted:
- goods and services from employees as such purchases would contravene Section 217 of the *Education Act*
 - goods and services from individuals and/or companies where such purchase(s) would contravene the school council's by-laws on conflict of interest
 - mileage reimbursements, and monetary payments to employees for services or for professional development
 - investments other than those permitted by the board and Regulation 471/97 of the *Education Act* (Eligible Investments)
 - items identified by ministry guidelines and directives as not eligible for the use of school generated funds
- 6.12 When planning and selecting capital projects which will be supported by fundraising activities (such as school yard improvements including playground equipment, gardens and other greening projects, upgrades to sports facilities such as scoreboards) the following will be considered:

- the viability of the alignment with the board's overall capital priorities, planning processes, school improvement plans and ministry priorities
- the cost of future maintenance and repairs
- conflict of interest
- the board's Purchasing Policy 302

7. Accountability – Accounting and Control

- 7.1 Bank accounts will be established for school generated funds in the name of the school.
- 7.1.1 All cheques drawn on such bank accounts will require two (2) signatures, one of which will be the principal or designate.
- 7.2 A general ledger that distinguishes each fundraising activity will be maintained in a bank account, with appropriate back-up.
- 7.2.1 All deposits and disbursements shall be recorded in the general ledger and balanced monthly.
- 7.3 All accounting records including invoices shall be kept on file for seven (7) years to comply with the Canada Revenue Agency Acts and Regulations.
- 7.4 All school generated funds are subject to internal and external audits to ensure that all records are in proper order and that policies and procedures are understood and correctly implemented.
- 7.3 Schools and fundraising groups will collect Harmonized Sales Tax (HST) on sales where required.
- 7.3.1 HST reports shall be prepared and signed by the principal and submitted to the finance department at least annually.
- 7.4 All school generated funds shall be deposited in their entirety into the appropriate account, as soon as possible. Monies will not be withheld for payment of related expenses or for petty cash.
- 7.5 All disbursements shall have a supporting invoice or receipt to substantiate incurred expenditure approval and be paid by cheque.

7.6 Financial Reporting

- 7.6.1 Year-end financial reports shall be prepared annually for all school fundraising accounts, “As At” June 30th. Information needed to prepare these reports will be submitted to the board no later than July 31st of each year.
- 7.6.2 Schools are responsible for informing the school community as to how proceeds from fundraising activities were used.
- 7.6.3 School councils are required by Regulation 612/00 to report financial details of all fundraising done by the school council to the board on an annual basis.

8. References

This policy operates in conjunction with all appropriate federal, provincial, and municipal legislation, regulations, directives, standards, and board policies including:

- [Education Act](#) and its regulations, including:
 - [Ontario Regulation 298 Operation of Schools - General](#)
 - [Ontario Regulation 612/00 School Councils and Parent Involvement Committees](#)
- [Ministry of Education’s School Fundraising Guideline](#)
- [Ontario School Food and Beverage Policy \(PPM 150\)](#)
- [Policy 201 School Councils and the Parent Involvement Committee](#)
- [Policy 302 Purchasing](#)
- [Policy 315 Privacy Protection and Information Access](#)
- [Policy 316 Records and Information Management](#)
- [Policy 317 Student Fees](#)
- [Policy 708 Allowable Expenditures](#)
- [School Generated Funds Resource Document](#)