



# Northeastern Catholic District School Board

## SCHOOL GENERATED FUNDS

Policy Number: B-16

Authority: 10-168/17-83/20-53/23-39

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) is committed to providing quality Catholic education and a range of learning opportunities to all learners. The NCDSB practices responsible stewardship of resources to support the delivery of Ontario curriculum expectations. The NCDSB recognizes that additional funds may be generated at the school level to further enhance school programs, activities, educational excursions, projects, or materials to enhance the overall experiences of its learners. Any such funds shall be received, raised, or collected in accordance with Board policies and municipal, provincial, and federal laws and regulations. Furthermore, the Board will ensure that all funds are adequately protected and all practices are exercised in a transparent and appropriate manner.

### REFERENCES

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Ontario Association of School Business Officials: *Guidelines for School Generated Funds*, 2014  
NCDSB Policy  
    B-8 Purchasing  
NCDSB Administrative Procedure  
    APB008 Purchasing  
    APB016 School Generated Funds

### DEFINITIONS

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#### **Annual Plan for School Generated Funds**

This plan shows the purpose to which the net proceeds will be applied, how the funds are intended to be raised, the amounts projected to be raised, and the associated fund raising costs.

#### **Fundraising**

A systematic collection of money or materials for the purpose of supporting Board and school based projects/activities, Church sponsored activities or charitable organizations for which the Board does not budget. Charitable fundraising initiatives are planned to raise money or collect goods for local or global needs as identified by the Board or the school and adhere to the moral teachings of the Catholic Church.

#### **School Generated Funds**

Funds that are raised and collected in the school or broader community in the name of the school. These funds are administered by the School Principal, and are raised or collected from sources other than the school board's operating and capital budgets.

## **Student Activity Fee**

Voluntary amounts that are used to supplement a student's school experience.

## **POLICY REGULATIONS**

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### **1.0 GENERAL PROVISIONS**

- 1.1 The School Principal shall be directly responsible for school generated funds, in accordance with governing legislation and related Board policies.
- 1.2 All purchases made using school generated funds must comply with Board policy and procedures.
- 1.3 Funds raised must be used for the intended purpose as outlined in the *Annual Plan for School Generated Funds*.
- 1.4 The Board shall identify the responsibilities of staff to ensure a high standard of practices relating to school generated funds.
- 1.5 The School Principal shall be responsible to develop an *Annual Plan for School Generated Funds* in consultation with school-based stakeholders, and share this plan with the school community and appropriate supervisory officer(s).
- 1.6 A copy of the *Annual Plan for School Generated Funds* will be used in conjunction with the review of the monthly and annual financial reports.
- 1.7 The personal information of individuals involved must be respected and not shared for the purposes of school generated funds without prior consent.
- 1.8 In the event that the NCDSB cancels an educational excursion or related activity due to a health or safety concern, personal payments made by the parent/guardian will be reimbursed.
- 1.9 Attendant procedures will detail a range of practices and expectations as it relates to school generated funds.

### **2.0 ACCOUNTING PRACTICES**

- 2.1 The School Principal is responsible for the management of funds and shall be responsible to develop and maintain an accounting system for all school generated funds in their schools.
- 2.2 Each school will have one bank account with the exception of Lottery Funds which must be kept in a separate bank account as per the Alcohol and Gaming Commission of Ontario.
- 2.3 The accounting records for school generated funds should track each category separately.
- 2.4 Amounts carried forward into the next school year should be kept to a minimum unless it is part of a multi-year fundraising initiative.
- 2.5 Any bank account related to the school must have a minimum of three designated signing authorities, one of whom must be the School Principal.
- 2.6 Accurate and current accounting records with appropriate supporting documentation, such as invoices, sales slips, returned cheques or other documents as appropriate, must be kept for each bank account.

### **3.0 FUNDRAISING**

- 3.1 The School Principal shall be directly responsible for all fundraising activities carried on in the name of the school.

- 3.2 Fundraising proceeds will not be used to replace public funding or to support items funded through provincial grants.
- 3.3 The School Principal shall ensure that the number of fundraising activities and/or the related tasks associated do not hinder normal school operations nor contravene the Board's philosophy or any related policy.
- 3.4 A fundraising activity will not result in any person, including school board staff or volunteers benefitting materially or financially from the activity.
- 3.5 Funds raised shall not be returned or reimbursed to any student for any reason. If an event or activity that funds have been raised for is cancelled, or if a student is unable to participate in an event or activity for which funds were raised, funds raised become the property of the school and subject to the *Annual Plan for School Generated Funds*.

#### **4.0 STUDENT ACTIVITY FEES**

- 4.1 The School Principal will use discretion in the establishment of activity fees.
- 4.2 The School Principal should consult with appropriate staff members and school stakeholders in the development of a student activity fee.
- 4.3 Student activity fees are intended to complement, and not replace, public funding for education.
- 4.4 Students must be able to participate in school activities and access resources regardless of their personal financial situation.

#### **5.0 REPORTING AND ACCOUNTABILITY**

- 5.1 The School Principal will complete and submit reports, as requested or required.
- 5.2 All school generated funds are subject to audit at any time by designated Board staff or the Board's auditors.
- 5.3 The School Principal will keep the school community informed of the *Annual Plan for School Generated Funds* and its implementation towards the identified objectives.
- 5.4 The Superintendent of Business will receive and acknowledge a school's *Annual Plan for School Generated Funds* and use these plans as the basis of monthly and annual reports.