



Northeastern Catholic District School Board

SCHOOL GENERATED FUNDS

Policy Number: B-16

Authority: 10-168/17-83/20-53/23-39/26-46

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to the responsible, ethical, and transparent stewardship of school generated funds in support of student learning, well-being, and the Catholic mission of its schools. The Board recognizes that such funds may be raised to enhance school programs, activities, and experiences beyond those supported through public funding. All school generated funds shall be managed in accordance with Board policy, applicable legislation, and principles of accountability, equity, and financial integrity.

REFERENCES

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

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

- 1.0 The Board affirms its responsibility for the ethical, transparent, and accountable stewardship of school generated funds to support student learning, well-being, and the Catholic mission of the school community.
- 2.0 The Board delegates responsibility for the administration of school generated funds to School Principals, subject to Board policy, applicable legislation, and Board oversight.
- 3.0 All school generated funds shall be raised, received, managed, and expended in compliance with municipal, provincial, and federal legislation, Board policies, and Catholic moral teachings.
- 4.0 School generated funds shall be used solely for their intended purposes and to enhance school programs, activities, resources, and experiences, and shall not replace publicly funded educational programs.
- 5.0 School generated funds shall be planned, managed, and communicated in a transparent manner that supports accountability to the Board and the school community.
- 6.0 The Board expects that appropriate financial controls, records, and safeguards are in place to ensure the protection and integrity of school generated funds.
- 7.0 The Board is committed to ensuring that fundraising activities and student activity fees do not create barriers to participation or disadvantage students or families based on financial circumstances.
- 8.0 Fundraising activities conducted in the name of the school shall align with the Board's educational priorities, Catholic values, and operational expectations, and shall not result in personal or private benefit. Once collected, funds become the property of the school, subject to Board oversight and administrative procedures.
- 9.0 School generated funds are subject to Board monitoring, reporting, and auditing to ensure compliance with this policy and related administrative procedures.
- 10.0 Administrative procedures will be reviewed regularly to ensure compliance with current regulations and other requirements.