



SCHOOL GENERATED FUNDS PROCEDURE MANUAL

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Section 1 - Introduction

Overview

Schools and school boards are accountable for public funds. All monies collected in the school from students, parents or other sources are considered public funds. These funds, with the exception of funds that are held by, and that are the responsibility of the School Council, shall be remitted to, and accounted for, by the school office.

Purpose

- Provide appropriate guidance, authority and protection to school staff and fundraising volunteers by providing specific administrative procedures for the administering, recording and reporting of school generated funds.
- To align with Ministry guidelines and reporting requirements.
- Meet the board's requirements under provincial regulations for the financial accountability of school generated funds.
- Meet the public's expectations and validate the public's trust regarding the stewardship of school based funds, both school and parent administered.

Guidance

KEY CONSIDERATIONS IN THE DEVELOPMENT OF THE GUIDELINES

- These guidelines have been developed and written with the Principal and Office Administrator in mind.
- They attempt to simplify procedures to assist schools in administering, recording and reporting the various types of funds and expenditures flowing through the school.
- Recognizing the time constraints which exist at all schools, these guidelines establish the minimum requirements which should be followed to address accountability relating to the management of school generated funds.

ABOUT THE GUIDELINES

- Although each section is divided, the information presented in a particular section is not exclusive and should not be read in isolation from another section.
- These guidelines do not supersede Board policies currently in place; however, it is recommended that schools adopt this manual as the standard.

- This document will be updated on a periodic basis to reflect changes as required.
- Procedures and guidelines within this document are based on the Ontario Association of School Business Officials – Guidelines for School Generated Funds, in addition to the following Board policies: School Generated Funds; Purchasing; Travel, Meals, Hospitality and Gifts of Appreciation Expenses; Catholic School Councils; Fundraising by Catholic School Councils and Fundraising in Schools; Fraud Management; and other best practices which may extend above and beyond Board policies.
- The Guideline for School Generated Funds follows recommendation from the Regional Internal Audit team and Audit Committee to provide users with a useful reference tool. The document was prepared by the Finance department with consultation from Regional Internal Audit, Healthy Eating and School Funds Committee made up of elementary, intermediate and secondary principals, Catholic School Parents Association, and office administrators.

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Section 2 - Sources and Uses

Overview

School generated funds shall include monies generated from student activities, fundraising or other sources. This manual applies to all funds that are received, raised, or collected in the name of the school or school activity. Generally, this encompasses all funds available to the school, other than funds provided by the approved school budget of the Board held in BAS and School Council funds. These funds are under the direction and control of the school Principal. School generated funds shall be used for expenditures that provide a benefit to the school.

Purpose

- Identify and categorize the sources of school generated funds to which this manual applies.
- Outline generally acceptable uses of these funds and some unacceptable uses of these funds.

Guidance

CLASSIFICATIONS AND CATEGORIES OF SCHOOL GENERATED FUNDS

It is important that revenues collected and the related expenditures are recorded in the correct classification in order to meet the Ministry of Education's reporting requirements. Each classification should be comprised of different categories in order to adequately track each function of revenues/expenses. The Ministry requires the Board to report school generated funds in the following classifications:

- 1) **Field Trips and Excursions.** This line item captures all amounts raised/received and the costs to support in province or out of country excursions or any field trips. Each field trip/excursion should have its own category. The following are examples of possible categories under this classification:
 - Trip to a specific museum
 - Ski trip
 - Trip to Montreal
- 2) **External Charities.** This line item captures all amounts raised/received in support of and the costs in support of an external charity where the school provides the administrative process for collecting the funds. This charity should be registered with the Canada Revenue Agency. Examples of common categories under this classification are:
 - Jump Rope for Heart raising funds for the Heart and Stroke Foundation
 - Dress-down days raising money for one or more charitable organizations

- Terry Fox Run raising funds for the Terry Fox Foundation
- 3) ***Student Activities and Resources.*** This line captures all amounts raised/received and costs related to clubs, sports teams/groups, and other student activities and resources such as use of lockers, yearbooks or student activity fees. The following are examples of categories under this classification:
- Clubs:
 - Chess club
 - Glee club
 - Debate club
 - Sports:
 - Girls volleyball team
 - Boys soccer team
 - Track & field
 - Student activities:
 - Agendas
 - Yearbooks
 - Lockers
 - General activity fee
 - Book fairs
 - Milk program
 - Pizza lunches
 - School clothing
- 4) ***Capital Assets.*** This line captures all amounts raised/received and the costs related to the purchase of capital assets that will be amortized. Even if funds were raised for band equipment or technology investments (normally recorded under the Student Activities and Resources line), if these items meet the capitalization threshold as per the [Tangible Capital Asset Guide](#) (normally \$5,000 per unit or greater) as set by the Ministry, they would be recorded in the Capital Asset category. Examples of categories under this classification include:
- Fundraising initiative to purchase new computer equipment
 - Fundraising initiative to invest in playground equipment
- 5) ***Other School Generated Funds.*** This line captures amounts raised/received that do not fit in any of the above four classifications. Categories under this classification would include:
- HST rebates
 - Interest and charges on the bank account
 - The Principal's discretionary funds
 - Other general revenues and expenditures

ACCEPTABLE AND UNACCEPTABLE USES OF SCHOOL GENERATED FUNDS

All purchases made using school generated funds must comply with Board policies and procedures. Relevant Board policies with which to ensure compliance include the School Generated Funds Policy, Catholic School Councils Policy, Fundraising by Catholic School Councils Policy, Fundraising in Schools Policy, Purchasing Policy, and Travel, Meals, Hospitality, Meeting and Gifts of Appreciation Expenses Policy. All policies can be found on the OSCB website under “Our Board – Policies and Procedures.”

Funds raised for a specific purpose must be used for the intended purpose. For example, student activity fees charged for locks, yearbooks and agendas should be used for the purchase of these items. The accounting records should track each category separately. Funds collected in a given year shall be spent in that year with the exception of multi-year fundraisers (i.e. playground). If the category is of an ongoing nature (such as student activity fees), residual amounts in that category at the end of one school year should roll forward to the next year, and not be used for another purpose. Residual amounts in one-time categories should be disclosed as such, if they are to be transferred to other categories. Refunds should be considered where large surpluses remain in one-time categories. Deficits for any category should not be permitted, unless subsidized by other general fundraising activities.

Funds raised for a general purpose with no specific intent must be used for school related activities, at the discretion of the school Principal, and may require School Council/Student Council input.

Examples of acceptable School Generated Funds Activities:

- Pizza days, hot lunches, bake sales, etc.
- Fundraising campaigns (pizza kits, popcorn, flower bulbs, etc.)
- Walk-a-thons, dance-a-thons, swim-a-thons, read-a-thons, etc.
- Dress down days
- School dances
- School plays and concerts
- Juice and milk sales
- School picture rebates
- School clothing sales and school memorabilia, including uniforms
- Excursion fees
- Book (non-textbook) and magazine sales
- Special school luncheons
- Public transit tickets
- Games of chance (lotteries, raffles, bingos, Nevada tickets, etc.)

A list of unacceptable uses of school generated funds would include:

- Items that are to be purchased from the Board’s budget (i.e. classroom materials).
- Goods or services from employees (promotion or sale of books, etc.), where such purchase would contravene [Section 217 of the Education Act](#).
- Mileage reimbursements to employees.

- Monetary payments to employees for services.
- Investments other than those permitted by the Board and [Regulation 41/10 of the Education Act](#) (Eligible Investments).
- Staff purposes such as coffee funds, retirements, etc.
- Gifts to employees.
- Staff professional development/travel, meals and hospitality

Caution

Expenditures made from school generated funds that do not directly benefit the students in the school are subject to greater scrutiny and may require further justification.

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Section 3 - Accountability

Overview

The Board has a responsibility to ensure that all school generated funds are collected in accordance with Board policies and municipal, provincial and federal laws and regulations. This responsibility includes ensuring that all funds are adequately protected, that they are controlled through proper accounting procedures and that accountability for the funds is maintained. The safekeeping of school generated funds shall be the responsibility of the school Principal. Internal control procedures shall be implemented and maintained in all schools to safeguard school generated funds.

Purpose

To clarify the roles and responsibilities of individuals involved in school generated funds.

Guidance

ROLES & RESPONSIBILITIES OF THE SUPERINTENDENT OF FINANCE AND ADMINISTRATION

- Establish guidelines for school generated funds.
- Provide training to staff on the appropriate application of the guidelines.
- Complete and/or follow-up on internal audit/review reports as determined by Board practice.
- Receive and maintain a central file of annual financial reports from each Superintendent of Schools as indicated in the [Section 5](#).
- Ensure that schools have suitable accounting systems and/or technology available for administering the school generated funds.

ROLES & RESPONSIBILITIES OF THE SUPERINTENDENTS OF SCHOOLS

- Reinforce to Principals the need to adhere to Board policy and guidelines.
- Verify that schools are complying with the reporting requirements of the Guidelines for School Generated Funds (particularly [Section 4](#) and [Section 5](#)).
- Report the following to the Superintendent of Finance and Administration
 - if funds are lost or stolen
 - any misuse of funds
 - failure to follow any policy or guidelines.

ROLES & RESPONSIBILITIES OF THE PRINCIPAL

- Ensure that the Guidelines for School Generated Funds are implemented in compliance with Board Policy.
- Act as one of the approved signing officers on the school bank account(s).
- Appoint the designated individual responsible for receipts, disbursements, banking and record keeping and communicate those responsibilities.
- Ensure that processes are in place to adequately control the funds within the school including security over cash and records.
- Ensure that no staff members or members of the community are collecting and managing funds in a separate bank account.
- Communicate responsibilities to staff members.
- Ensure that there is a primary contact for each club or class involved with financial transactions.
- Review, initial and date the monthly bank reconciliation every month. Investigate unusual items.
- Review, initial and date records at least once every three months. Monthly review is highly recommended.
- Question and determine how to address any shortages or overages associated with the various activities noted in the monthly reports.
- Review, sign and date the annual Financial Reports.
- Distribute and/or make available the annual financial reports as outlined in [Section 5](#).
- Notify the Superintendent of Schools immediately if funds are lost or stolen.
- Ensure that the school or any individual associated with the school does not enter into contracts in the name of the school or the Board.
- Ensure that the School Council chair is aware and understands their roles and responsibilities. Provide training and support to the School Council representative as detailed in the Catholic School Council Policy.
- Ensure funds received are disbursed as per the intent of the funds raised/collected. This may be accomplished by developing school activity authorization forms and an annual school fundraising plan [Section 5](#).
- Participate during the audit/review and ensure implementation of recommendations.

ROLES & RESPONSIBILITIES OF THE OFFICE ADMINISTRATOR

- 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.
- Count and verify funds received for deposit.
- Prepare bank deposits and deposit funds at the bank on a regular basis.
- Issue cheques and ensure all requests for payments are supported with sufficient documentation and are approved by the Principal.
- Record transactions on a regular basis.
- Complete the monthly bank reconciliation.

- Prepare transaction reports as required.
- Advise the Principal of deviations from the guidelines outlined in this manual.
- Prepare the annual financial reports and submit to Principal.
- Maintain appropriate supporting documentation, and efficient filing system for records retention purposes.
- Assist during the audit/review.
- Participate in Board training related to school generated funds.

ROLES & RESPONSIBILITIES OF OTHER STAFF MEMBERS

- Collect money from students or other sources as applicable.
- Count money collected and record amount and intended use on the Deposit Form ([Appendix A](#)) as indicated in [Section 4](#).
- Ensure funds collected are securely delivered to the designated individual on a daily basis (generally, the Office Administrator).
- Ensure that invoices have the appropriate approval and are regularly delivered to the Office Administrator for payment.
- Ensure details of the financial activity related to the class or club are recorded correctly.
- Ensure that funds received are disbursed as per the intent of the funds raised or collected (i.e. funds collected for a field trip should only be applied towards costs associated with the field trip).
- Request and review transaction reports on a regular basis and advise the designated individual of any discrepancy.

ROLES & RESPONSIBILITIES OF THE SCHOOL COUNCIL CHAIR

- Ensure fundraising activities involving the students and/or the school are in compliance with Board policies and procedures and no direct or indirect benefit is derived by a member of the School Council.
- Ensure that School Council members are aware that where conflicts of interest exist, they are disclosed.
- Distribute and/or make available the annual School Council financial reports as indicated in the section on School Councils.
- Ensure the Treasurer understands their responsibility for receipts, disbursements, banking and record keeping including regular financial reporting for School Council meetings and has been adequately trained in their duties.
- Approves all requests for disbursements out of all School Council categories.
- Ensure all funds collected are counted by two individuals and are kept in a safe or locked cabinet at the school until deposited. Deposits should be made on a regular basis.
- Act as one of the approved signing officers on the School Council bank account, if a separate School Council bank account exists.

- Follow processes outlined by the School Principal to adequately control the funds and ensure security over cash and records of the School Council.
- It is recommended that the School Council Treasurer position be for a term not to exceed two years.
- Prepare the monthly bank reconciliation for the School Principal's review and approval.
- Ensure the Treasurer has provided a copy of the financial records to the school for access by the school community, as indicated in the section on School Councils.

Caution

A common misconception exists in which it is believed that the Office Administrator is responsible for school generated funds. *This is incorrect.* Office Administrators are responsible for accounting for the day-to-day activities of school generated funds. This is a very important role, as the accounting records prepared by the Office Administrator generate important reports which are used to evaluate and assess school generated funds. In order to protect the school, the Board, the Principal, the Office Administrator, and any other individual involved with school generated funds, it is essential that the Principal understand and review the relevant reports (see [Section 5](#)) on a regular basis. The Principal also needs to ensure that adequate controls are in place at the school to ensure that the reports being generated are accurate, timely and reliable. The importance of the Principal's review of the accounting reports on a regular basis should not be underestimated. Principals should request assistance from the Board Finance Department if they need assistance comprehending the financial reports.

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Section 4 - Banking, Receipts, Disbursements, and Records Management

Overview

A bank account shall be established and registered in the name of the school. All schools should have a bank account for school generated funds and a process to record transactions. It is essential that controls be in place to assist in the management of these funds.

Purpose

- To provide protection to those responsible for handling funds.
- To simplify banking practices while ensuring funds are adequately safeguarded.
- To ensure adequate records are maintained.

Guidance

Recognizing limited staffing, the following practices represent the minimum procedures required to meet basic security and reporting requirements.

ESTABLISHING A BANK ACCOUNT

- The school shall have only one “school generated funds” chequing bank account. School Councils may have a separate bank account.
- Where schools participate in Lotteries and Games of Chance (see [Section 10](#)) a second separate trust bank account must be maintained as required by the Alcohol and Gaming Commission of Ontario.
- The bank account(s) shall be in the name of the school.
- Cheques for the school bank account(s) shall be pre-numbered and contain one cheque per page with the cheque stub.
- The account(s) must require two signatures on all cheques.
- One of the signatures on each cheque shall be that of the Principal (or designate for exceptional circumstances). Exceptional circumstances shall be documented.
- The school shall authorize three staff members as cheque signing authorities, one of which is the Principal.
- Bank account(s) established should be such that statements are issued on a monthly basis along with cancelled cheques or cheque images.
- Use of client cards or bank machines is not permissible.

- The bank statement(s) should cut-off on the last day of each month.
- Internet banking is only to be used for viewing and downloading transactions and must not be used to make payments, transfers or disbursements.

INVESTMENTS

Where a school has excess funds, they may be invested in the name of the school as permitted by [Reg. 41/10 of the Education Act](#) (Eligible Investments) and Board policy and practices (e.g. term deposits, GIC's, etc.). These funds should be invested on a short term basis (i.e. less than a year). Excess funds should be kept to a minimum.

BANK RECONCILIATIONS

- Monthly bank reconciliations shall be prepared, and be initialed and dated by preparer.
- Cheques not cashed within six months are stale-dated and should be reversed in the accounting records.
- The Principal shall review, sign and date the monthly bank reconciliations and retain on file every month.

RECEIPTS

Cash and cheques for student activities or other school generated fund activities are to be remitted by students to an Activity Coordinator or school staff member. Standard, recurring or one-time third party payments to the school are usually received by the Office Administrator. A Deposit Form (see [Appendix A](#)) must be completed for all deposits and be retained in a secured location at all times. All fundraising activities must comply with the Board Fundraising in Schools Policy.

Alternatively, starting in 2014-2015, School Cash Online will be available to all schools. Parents can pay online for all school activities and payment flows directly to the school bank account, avoiding most steps below. The Office Administrator can provide reports to the Activity Coordinator to keep track of students that have paid online. A complete user guide is provided on the Kev Software website once the user has logged into this module.

Cash Receipts– Activity Coordinator/School Staff

- Funds collected should be counted and submitted daily to the Office Administrator in a sealed envelope or a secured bag.
- A Deposit Form and a class list must be completed each time funds are submitted to the school office (see [Appendix A](#)).
- The Deposit Form should be signed and dated by the Activity Coordinator to indicate the funds have been counted.

- Funds collected should not be held in the classroom overnight. As noted above, funds should be submitted to the school office on a daily basis.

Cash Receipts– Office Administrator

- Funds collected should be kept in a secured location at all times.
- The Office Administrator is only to accept funds collected that are accompanied by a completed Deposit Form (signed and dated by the Activity Coordinator) and a class list if applicable.
- The Office Administrator may then proceed with the verification process.

Verification of Funds

- The Office Administrator reviews, recounts, signs and dates the deposit form as evidence the deposit total was verified.
- If a discrepancy is found, the Office Administrator documents it on the Deposit Form and returns it to the Activity Coordinator. The Activity Coordinator must resign the deposit form, as evidence that he/she agrees with the new total amount. Any unresolved discrepancies are to be promptly referred to the Principal for resolution.
- Any lost or stolen funds, regardless of amount, should be reported immediately to the Principal and Superintendent of Schools, along with documentation of the event.
- Cheques shall be stamped “For Deposit Only” immediately upon receipt.
- Funds that have not been counted and/or submitted on a Deposit Form, and forms without appropriate dates and signatures should be returned to the Activity Coordinator.

Recording the deposit

- Once the Deposit Form has been verified, input the deposit into the school banking system, per software deposit instructions.
- Two copies of the summary deposit slip should be made; one is sent to the bank with the actual deposit, and the second is kept at the school, along with the Deposit Forms and class lists.
- Funds should be deposited into the school bank account weekly, regardless of volume or dollar value. More frequent deposits are encouraged where appropriate.

Filing the deposit

- Deposit summaries should be filed in numerical order, along with the bank deposit slip, Deposit Form and class list.

Safeguarding School Generated Funds

- Funds received in classrooms should be reconciled and submitted to the school office daily.
- Funds must NOT be retained in classrooms or desks overnight.
- Funds received must be stored in a secure location, such as a safe or locked cabinet with limited access, until deposited into the bank. Preferably, all schools should have a school safe located in the school office to secure cash and cheques on hand.
- Funds must be counted and retained on school property until deposited into the bank, with the exception of events held off school property (see below).

Events held off school property

- When events are held off school property, funds should be counted at the event site by two individuals, and the Deposit Form shall be completed as described above under [“Cash receipts – Activity Coordinator/School Staff”](#).
- Both individuals must sign the deposit form and secure the funds for submission as described above under [“Cash receipts – Activity Coordinator/School Staff”](#).
- The deposit form and funds should be given to the Activity Coordinator.
- The Activity Coordinator is responsible for returning the deposit form and funds collected to the school office immediately following the event.

DISBURSEMENTS

All purchases made using school generated funds must comply with the following Board policies: School Generated Funds; Purchasing; and Travel, Meals, Hospitality, Meeting and Gifts of Appreciation Expenses. A Cheque Requisition Form (see [Appendix B](#)) should be used for all disbursements. Where a school does not use the cheque requisition form, they must ensure that all required information, on the form is obtained in another manner. These procedures will assume use of the cheque requisition form.

Approval of Expenditure – Activity Coordinator/School Staff

- Approval of activities and expenses must be obtained from the Principal in advance. It is recommended that this approval be documented in writing to protect both the Activity Coordinator/School Staff and the School/School Board. Refer to [Budget](#) Section.
- The [Cheque Requisition Form](#) should be completed in full for all expenditures. The Form must be remitted along with the original receipt(s)/invoice(s). If possible, also include a photocopy of the receipt(s)/invoice(s). The Cheque Requisition Form must be signed and dated by the Activity Coordinator/School Staff.
- The Activity Coordinator/School Staff should initial the receipt(s)/invoice(s) to indicate they have been reviewed for accuracy.

- The Cheque Requisition Form should be forwarded to the Office Administrator/School Office.
- The Office Administrator shall review the Cheque Requisition Form to ensure all required information and supporting documentation is complete and accurate. Unsigned/incomplete forms or missing receipts/invoices are to be returned to the Activity Coordinator/School Staff for correction and completion.

Approval of Expenditure – Office Administrator

- For standard, recurring or one-time invoices received directly by the school office, the Office Administrator must complete a Cheque Requisition Form, and ensure that the original invoice, along with a copy of the invoice, is attached to the Form.
- Where applicable, the Office Administrator shall obtain the Activity Coordinators approval for payment on the Cheque Requisition Form.
- The Office Administrator must sign and date the Cheque Requisition Form and initial the invoice to indicate review.

Approval of Expenditure – Principal

- The Principal shall review all Cheque Requisition Forms and the supporting documentation to ensure all expenditures are in line with approved expenditures. The Principal must sign the Forms to indicate approval. Reimbursements made to the Principal will be approved by the respective Superintendent of Schools (see [Appendix J](#)).

Payment of Expenditures

- Payments must only be made upon the presentation of the completed Cheque Requisition Form along with the original detailed invoices/receipts.
- Summarized statements from a vendor, credit card slips or debit slips are not acceptable supporting documentation. Rather, the full, detailed invoices/receipts are required.
- Payments shall only be made by cheque. Expenditures cannot be paid from cash collected at the school.
- A cheque should only be issued when there is a proper approval by the Principal on the Cheque Requisition Form.
- To reimburse a Principal, the “[Authorization to Reimburse a Principal from a School Bank Account](#)” form must be completed and signed by the appropriate Superintendent to indicate approval. The signed form must be obtained prior to the issuance of a cheque. The signed form must be retained at the school office and is subject to audit.
- Once the Cheque Requisition Forms are signed, dated and approved, they are returned to the Office Administrator for input into the school cash accounting system.

- The Office Administrator reviews the supporting documentation, prepares and signs the cheque. A description of the disbursement should be documented on the cheque stub and the duplicate cheque copy.
- The printed cheque, along with the cheque requisition form and attached receipts/invoices, are given to the Principal for review.
- A second review is performed by the Principal to ensure that the cheque has been signed by the Office Administrator, agrees to the cheque requisition form (correct vendor and correct amount), and that there are sufficient available funds for the reimbursement. If everything is correct, Principal signs the cheque.
- Signature stamps or electronic signatures are not acceptable.
- In the event of an exceptional circumstance in which the Principal designate signs the cheque, the reason should be documented on the cheque requisition form. The Principal should then initial all documentation evidencing approval.
- To prevent duplicate payment, the receipt/invoice must be marked "paid" once the cheque is cut. The cheque number and date should be recorded on the original documentation and on the cheque requisition form.
- Using the number control feature, all cheques should be accounted for. Voided cheques shall be retained.

Gift Certificates/Gift Cards

- Gift certificates/gift cards purchased for any reason are to be treated like cash, and therefore need to be safeguarded against theft or loss.
- A record of the gift certificates purchased is to be maintained in the school office and reconciled on a regular basis. The records should indicate who the gift certificates are given to and the purpose of the certificate. For confidentiality purposes, the Principal may wish to keep the record in his/her office.
- Gift certificates should not be issued to staff to purchase items for the school/classroom unless the gift certificates issued are tracked and reconciled to itemized receipts submitted from the staff member(s). Any over or under expenditure from the certificate amount should be reimbursed or collected.
- The records for the gift certificates, including the itemized receipts for purchases made by staff, any lists for gift certificates issued to families in need, and receipts for the purchase of the gift certificates should be maintained in the schools records and be available for audit purposes for seven years.
- A limited supply of gift certificates should be maintained so that there are none left at the end of the school year.

Petty Cash

- Petty cash funds may be established for the purpose of purchasing small and miscellaneous items required in day-to-day operations. Purchases must adhere to Board Policy.

- Petty cash advance in the form of a cheque from the Board is to be deposited into the School's bank account.
- All petty cash purchases are to be paid by cheque from the schools bank account. No cash shall be kept at the school for this purpose.
- All original itemized receipts for items purchased with petty cash shall be reconciled and submitted to the Finance Department on a regular basis, and at the end of the school year. Copies of the receipts shall be retained at the School for audit purposes.
- HST rebates may not be claimed by the school for items purchased using petty cash as the rebate will be claimed by the Board upon charging expenses to the school budget.
- To establish a petty cash fund, contact the Finance Department.

Other Payment Issues

- All school budget (BAS) related expenditures must be submitted to the Board's Accounts Payable Department for payment. Schools are not permitted to pay school budget related invoices from School Generated Funds and then request reimbursement from the Board, with the exception of low value items claimed through petty cash.
- Where schools receive special funds from the Board, schools are not to pay for this from their school generated funds unless the Board issues the school a cheque in advance and gives the Principal signing authority for the special funds.
- All donations should be made by cheque directly to the charitable organization from the school bank account.
- When issuing a cheque for donations collected at the school, back-up should also be provided and the same steps above must be followed. Acceptable back-up is: receipt from charitable organization, copy of the deposit(s) showing the amount collected, e-mail confirming receipt of the amount.

Safeguarding Blank Cheques

- Blank/unused cheques are to be maintained in a secure location at all times such as a locked filing cabinet or safe.

Pre-signing cheques

- Pre-signing of cheques is not acceptable.
- The school shall make every attempt to obtain the invoice from the vendor prior to payment.
- For vendors that require payment on the same day (i.e. for a field trip), if possible, contact the vendor and request them to fax or e-mail a copy of the invoice.
- In rare circumstances where a cheque must be pre-signed, the cheque, as a minimum, will be made payable to the appropriate vendor prior to release to the responsible staff member.

- The Activity Coordinator should complete a cheque requisition form and follow the procedures outlined above under [“Approval of Expenditure – Activity Coordinator/School Staff”](#) and [“Payment of Expenditures”](#).
- Receipts shall be obtained during the event and promptly returned to the school office. The invoice shall be initialed by the Principal to indicate review and approval.
- The reason for pre-signing a cheque should also be documented on the Cheque Requisition Form.

Filing of Expenditures

- Cheques should be filed in numerical order, along with the cheque requisition form and a copy of the invoice or receipt.

TRANSFER BETWEEN ACCOUNTS (JOURNAL ENTRIES)

Transfer between accounts (otherwise known as a journal entry) is an accounting entry with one account being debited (a debit results in a decrease for a revenue account and an increase for an expense account) and the other account being credited (a credit results in an increase for a revenue account and a decrease for an expense account). For example, a transfer would be required if a deposit was entered into the incorrect account.

On a monthly basis, the Office Administrator and the Principal shall review the Trial Balance and look for negative account balances or unusual transfers. Negative balances (i.e. where expenses exceed revenues) shall be investigated to determine why there is a deficit. Unusual or unexpected transfers between accounts shall also be investigated.

A Transfer Form ([Appendix C](#)) shall be completed for transfers.

Steps for transfers between accounts

- The Office Administrator fills out a standard [Transfer Form](#).
- The Principal reviews the Transfer Form and signs the form to indicate approval.
- The Office Administrator processes the transfer in the accounting system.
- The Office Administrator records the transaction number and date on the transfer form.
- A transfer report from the accounting system should be printed and attached to the transfer form.
- Transfers should be filed sequentially by transaction number, along with the report from the accounting system.

RECORDS RETENTION

All documentation, including invoices, cancelled cheques, bank reconciliations and statements, bank deposits, and transfers shall be retained for seven years. It is recommended that prior

year records be boxed, labeled with a description of contents and record destruction date and stored in a secure location at the school.

Deposits should be filed in numerical order, along with the deposit form and class list.

Cheques should be filed in numerical order, along with the cheque requisition form and a copy of the invoice or receipt.

Transfers should be filed sequentially by transaction number, along with the report from the accounting system.

Harmonized Sales Tax (HST) Rebate Reports should be filed sequentially by date, along with the copies of the invoices or receipts submitted.

Monthly reports, including Bank Reconciliation, Detailed Category Summary, Overview Umbrella Category Summary, Trial Balance, Monthly Transaction Report and bank statements should be filed sequentially by month.

Caution

Deviations from the above guidelines will leave the school vulnerable to potential problems. The need to have guidelines in place is often not recognized until something goes wrong. The goal is to have controls that ensure funds are handled appropriately, that staff are protected and that records are accurate, up to date and useful. The controls are only as good as their enforcement. It is important that school staff support and follow the established practices.

All Board procurement activities shall be in accordance with policies and procedures established by the Board and the Ontario Broader Public Sector Procurement Directive, as detailed in the Board's Purchasing policy.

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Section 5 - Financial Reporting

Overview

A substantial amount of money is generated in schools for the benefit of students. The Principal is accountable for these funds to both the school community and the Board. Financial statements and other relevant reports demonstrate accountability and, at the same time, provide concise information required for decision-making.

Purpose

- To clarify who will be responsible for preparing the reports.
- To summarize which reports are required and what needs to be included in each report.
- To outline timeframes and deadlines of the required reports.

Guidance

- The financial reports shall be prepared under the direction of the Principal.
- The reports shall encompass all funds generated in the name of or under the auspices of the school regardless of its source or use.
- The fiscal year for the reports shall be September 1 to August 31.
- The Principal shall review, sign and date the monthly bank reconciliations every month.
- The Principal shall review, sign and date all reports at least once every three months. Monthly review is highly recommended.
- The reports shall be made available at the school to the members of the school community upon request.
- The reports shall be kept with the records for the school generated funds for seven years.

See [Appendix D](#) for the School Generated Funds Reporting Requirements Summary.

TRIAL BALANCE REPORT (KEV REPORT #10)

The Trial Balance Report shall be prepared on a monthly basis for the period beginning September 1 and ending at the end of each month. The Trial Balance report shall include the opening balance at September 1, the total expenses and revenues incurred up to month end, any transfers in and out of accounts, and the closing balance.

DETAILED CATEGORY SUMMARY REPORT (KEV REPORT #2)

The Detailed Category Summary Report shall be prepared on a monthly basis for the period beginning September 1 and ending at the end of each month. The Detailed Category Summary Report shall show the detailed activity/transactions within each fundraising activity, including the individual credits (receipts) and debits (disbursements), tax paid and tax rebate (if applicable), and the ending balance in each fundraising activity.

OVERVIEW UMBRELLA CATEGORY SUMMARY REPORT (KEV REPORT #5)

The Overview Umbrella Category Summary Report shall summarize each category of funding (i.e. Board funds, capital asset fundraising, field trips, fundraising for external charities, student activities, and other). For each category, the report shall provide the balance forward (opening balance), the expenses and revenues, and the ending balance. The ending grand total balance shall agree to the reconciled bank balance for the given month. This report shall be prepared on a monthly basis for the period beginning September 1 and ending at the end of each month.

MONTHLY TRANSACTION REPORT (KEV REPORT #11B)

The Monthly Transaction Report shall be prepared on a monthly basis and shall cover the beginning of the month to the end of the month. This report summarizes the bank activity recorded in the accounting records during the given month. This report should be reviewed on a regular basis by the Principal to ensure all transactions are valid and have been approved.

MODIFIED TRANSACTION REPORT (KEV REPORT #15)

The Modified Transaction Report shall be prepared for the period beginning September 1 and ending at the end of each month. This report provides a detailed summary of any modifications made during the specified period to previously recorded transactions. This report should be reviewed on a regular basis by the Principal to ensure all modified transactions are valid and have been approved.

BANK RECONCILIATION

All bank accounts shall be reconciled to the accounting records on a monthly basis. The Principal shall review, sign and date the Bank Reconciliation Report along with the corresponding bank statement and cancelled cheques, every month. Any questionable items should be investigated.

ANNUAL FINANCIAL REPORTS

An annual financial report shall be required for each school for the period September 1 to August 31. Reports shall summarize all receipts and disbursements for the year and include a summary by activity.

Principals shall review school generated funds annual reports for accuracy and completeness and will sign such reports to evidence approval. In cases where the Principal of a school is to change, the school generated funds annual report will be reviewed and approved by both the outgoing and incoming Principal prior to the end of the school year.

The annual financial report shall be forwarded to the respective Superintendent of Schools by the deadline stated in the annual financial reporting memorandum. Once reviewed by the Superintendent of Schools, reports shall be forwarded to the Finance Department. The Finance Department shall prepare a summary report including all schools, for submission to the Deputy Director of Education.

EXCESS CASH REPORT

Since school generated funds are intended to work on a break-even basis, it is expected that schools should not have excess cash in the school bank account. For this reason, excess cash reports shall be filed with the annual financial reports should the cash balance at August 31st exceed \$10,000 for elementary schools or \$40,000 for secondary schools. See [Appendix E](#) for a template of the Excess Cash Report.

OTHER REPORTS

- **Harmonized Sales Tax (HST) Reports** - see [Section 8](#) for guidance on HST reports
- **Individual Fundraising Reports** - there may be times when a detailed individual report for a single fundraiser is required. This report can be printed from the accounting system for the period required.
- **School Council Annual Financial Report** – see [Section 11](#) for information on this report.

BUDGETING FOR SCHOOL GENERATED FUNDS

Schools will complete a School Activity Authorization Form ([Appendix K](#)) for each individual school activity. The form details the number of participants, revenue sources, expected expenses, and intended use of net proceeds generated. The form will be submitted to the principal for approval prior to the activity taking place. This ensures that the activity is approved and the event revenues

will cover the anticipated costs. Once the activity is over, actual revenues and expenses are to be reviewed and major variances explained.

Additionally, it is highly recommended but not required, that a school generated funds plan be prepared on an annual basis and be referred to throughout the school year to ensure the school is meeting Board objectives and Ministry regulations.

An annual plan ([Appendix L](#)) is a summary report that is prepared on an annual basis to plan how the school intends to raise funds from all school activities as well as charitable donations, the amounts projected to be raised, the associated fundraising costs, and the purpose for which the net proceeds will be applied towards. This plan is prepared at the beginning of each school year by the Principal after seeking sufficient and appropriate input from the school community. The plan contains information that is not usually available in an accounting system, and therefore is prepared independently of the accounting system. However, throughout the school year the plan is compared to monthly reports generated from the accounting system.

The annual plan should include all funds generated in the name of or under the auspices of the school regardless of its source or use and indicate the following:

- The source of revenue
- The time period during which the funds will be generated
- The individual(s) responsible for the activity
- The anticipated proceeds
- The anticipated expenses
- The anticipated net proceeds
- The purpose for which the net proceeds will be used

A copy of the annual plan is to be kept in the school and used in conjunction with the review of the monthly and annual financial reports.

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Section 6 - Accounting Systems

Overview

The Ottawa Catholic School Board uses School Cash Accounting software to account for school generated funds. School generated funds shall be recorded in the accounting system on a regular and ongoing basis.

Purpose

To clarify the information which needs to be recorded in the accounting system to ensure records are complete, funds are adequately safeguarded and to protect those involved in handling funds.

Guidance

- School Cash Accounting is the required accounting system for all schools; reports should not be prepared manually. Computerized accounting packages are designed to reduce the effort and time required to maintain an adequate set of books, in addition to reducing errors. The records are only as good as the information entered. It is important that the records be kept up to date and errors corrected promptly.
- All revenue and expenditures shall be recorded in the accounting system on a regular and timely basis.
- For funds received, the following information shall be recorded in the accounting system:
 - Amount collected
 - Purpose of funds – the funds shall be recorded in the correct category, and a description shall be documented
 - Date of deposit
- For payments made, the following information shall be recorded in the accounting system:
 - Cheque number
 - Date of cheque
 - Amount of cheque
 - Name of payee
 - Purpose of cheque – the funds shall be recorded in the correct category, and a description shall be documented
 - HST paid

- All funds are to be deposited intact. This means that expenditures are not to be paid from cash collected. The total funds collected are to be deposited in the bank on a timely basis (within five business days), and all expenditures shall be paid for via cheque.
- The accounting system must track and report revenue and expenditures for each school activity. The accumulated balance of all school activities should equal the bank balance.
- To ensure accountability and to protect all individuals involved with school generated funds, logins/passwords should not be shared with other users.
- The revenue and expenditure records should be reviewed on a monthly basis by the Principal.
- To ensure appropriate controls are in place, it is critical to keep accurate, up-to-date records regarding the receipt and disbursement of funds. This will ensure that the money is handled appropriately, that staff are protected and that written records exist which can be relied upon for review/audit purposes. The controls are only as good as their enforcement. It is important that school staff support and follow the established practices.
- A complete user guide is provided on the Kev Software website once the user has logged into each module.

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Section 7 - Financial Review and Internal Audit

Overview

There are two different levels of review that occur on school generated funds at the schools. One level of review is a formal internal audit performed by the Regional Internal Audit Team. The Regional Internal Audit Team selects a sample of schools to audit by considering a number of factors, including past audits and enrolment. The Regional Internal Auditor maintains an independent and objective outlook. The other level of review is performed by the Board's Finance Department. The Finance Department performs financial reviews on an annual basis by selecting a sample of schools to audit on a rotating basis or at any time it is deemed necessary. The difference between these two audit functions is that the Regional Internal Auditor's will make recommendations and schools or the Board will ensure that they are followed, while a Finance Department Reviewer will make recommendations and assist staff with implementing them and may follow-up with the school at a later date. A similar process is followed for both internal audits and financial reviews.

Purpose

To provide:

- A description of an internal audit and review of school generated funds
- Outline the process involved, including the five basic objectives of internal controls

Guidance

DESCRIPTION OF AN INTERNAL AUDIT/REVIEW:

- 1) **Purpose:** to assist management in the assessment of whether an organization's plans are being carried out, policies and procedures are being observed, and assets, liabilities, revenues and expenses are properly accounted for on a timely basis. The review generally consists of analysis, recommendations and comments regarding the activities that were audited/reviewed. For purposes of this manual, this type of review will be limited to an examination of school generated funds as outlined in [Section 2](#).
- 2) **Scope:** the scope of the audit/review activities includes:
 - Review of the adequacy of internal controls surrounding school generated funds.

- Review of the compliance with Board Policies as they relate to school generated funds.
 - Evaluation of the timeliness, accuracy, completeness and usefulness of the school's records and reports.
 - Ensuring that school generated funds have been accounted for properly and are safeguarded from loss.
 - Evaluation on the extent to which funds raised are used efficiently, effectively, and for the stated purpose.
 - The audit/review should examine the most recent completed fiscal year. The financial reports for previous fiscal years may be used for comparative purposes.
- 3) ***Involvement of Superintendent/Principal/Office Administrator/School Staff/School Council:*** it is expected that the Superintendent of Schools, Principal, Vice-Principal(s) if any, Office Administrator, other school staff, and representatives of the School Council and Student Council, where one exists, will be called upon at times to provide information and records and to clarify such information. It is expected that full cooperation will be given to the auditor/reviewer in order to complete the review. The auditor/reviewer should take into account time pressures on school based staff when making requests for records and should not unduly interfere with school operations.
- 4) ***Review:*** the audit/review will consist of the following elements:
- A meeting with School Principal and Office Administrator.
 - Gathering of relevant records from the school, banking institutions, School Council, Student Council, and the Board's Accounting and Budget Departments, as necessary.
 - Review of records.
 - A follow-up meeting with Principal, school staff and others, as necessary. This meeting will give the auditor/reviewer the opportunity to informally discuss findings and to give the Principal the opportunity to identify any errors or omissions.
 - Preparation of a draft audit/review report to be sent to Principal for review and comment.
 - Preparation of the final audit/review report incorporating any comments/responses from the Principal.
 - Follow-up review and reporting.
- 5) ***Reporting:*** following the completion of the audit/review, the final report should be formally submitted to the Superintendent of Finance and Administration, the Superintendent of Schools and the Principal for action, as required. Final reports will also be shared with the Director of Education and the Audit Committee.

THE INTERNAL AUDIT/REVIEW PROCESS

- 1) ***Initial meeting with the Principal and Office Administrator:*** an initial meeting with the Principal and Office Administrator is conducted to introduce the auditor/reviewer and the audit/review

process. Expectations will be expressed and clarified at this time. In addition, the Principal and/or Superintendent may wish to identify any local practices or procedures they wish to have reviewed and identify any potential or perceived problem or area of concern.

Follow-up meetings may be held with the Principal, school staff, School Council and Student Council representatives to further clarify their involvement.

It should be stressed that the main purpose of the audit/review is to assist and advise the Principal how best to fulfill the Board's requirements in complying with policy and procedures and to facilitate timely and effective reporting.

- 2) **Access to records:** the Principal is responsible for adequate record keeping and reporting of fundraising and expenditure activities. It is therefore expected that the Principal will provide access to all records.
- 3) **Review of records by auditor/reviewer:** the primary focus of the review of the records is on the adequacy and effectiveness of the school's internal controls related to school generated funds. Controls are considered adequate if they ensure adherence to Board policy and procedures. Controls are effective if they are achieving the intended results.

An audit/review looks at five basic objectives of internal controls:

- Reliability and integrity of information
- Compliance with policy, procedures, laws and regulations
- Safeguarding of assets
- Economical and efficient use of resources
- Accomplishment of established goals and objectives

Depending on the extent of fundraising activities in a given school, some of the above may be less critical than others, however, all schools should have a general expectation that their procedures and controls meet these standards and objectives. The audit/review report should assist schools in achieving these goals by identifying omissions and/or problem areas and recommending corrective action, where necessary. Best practices can also be highlighted for use by other schools.

- 4) **Draft report:** The draft report should provide an overview of the types of fundraising activities conducted in the school and a general description of these activities. The draft will then comment on the areas reviewed and the degree of compliance with Board policy and procedures. As well, the report will indicate areas being handled particularly well. The report should provide a description of any deficiency that exists and make recommendations for corrective action.

In conducting the review and preparing the draft report, the auditor/reviewer will meet with the Principal to discuss findings and possible recommendations. This will assist in ensuring

accuracy of the review and in establishing a collaborative approach to implementing corrective measures.

If a disagreement over findings or recommendations arises between the auditor/reviewer and the Principal every effort should be made to resolve the disagreement during this process. If the disagreement cannot be resolved, the auditor/reviewer will have a responsibility to report on their findings using their own best judgment.

Regardless of whether or not such a disagreement or resolution exists, the Principal will always have the opportunity to formally respond to any part of the report and its findings. Responses should be included in the body of the final report, immediately after the related finding and recommendation, if any.

The Principal's response should contain the following:

- Indication as to their agreement with the finding. If they disagree, include a rationale;
- Whether or not they will implement the suggested corrective measures, if any;
- If they would prefer to take alternate steps to correct the matter, a description of those alternate measures; and,
- If corrective measures will be taken, what the time frame may be for implementing these measures.

5) **Final report:** the final report may be shared with the Director of Education and Audit Committee. A copy of the final report will be sent to the Superintendent of Schools and Principal for action, and may, at the discretion of the local Superintendent and/or Principal, be shared with the School Council for information.

6) **Follow-up review and reporting:** depending on the nature of the auditor/reviewer's findings and need for implementation of corrective measures, the auditor/reviewer may conduct a follow-up review to determine that such corrective measures have been implemented and that they are achieving the desired results.

Where corrective measures have not been implemented, the Principal and Superintendent of Schools should be provided with a summary of such measures which are still outstanding and be asked to comment.

A follow-up report will then be completed and may be shared with the Director of Education and Audit Committee indicating the measures implemented and their effectiveness. In addition, any measures still outstanding will be identified, including comments from the Principal and/or Superintendent of Schools and any follow-up action that is scheduled or contemplated.

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Section 8 - Harmonized Sales Tax (HST)

Overview

HST is charged at a rate of 13% in Ontario. This is comprised of a federal component (5%) and a provincial component (8%). Schools are entitled to HST rebates on HST paid on exempt supplies of 68% on the federal portion of tax paid and 93% on the provincial tax paid. A rebate of 100% on both federal and provincial components of HST will apply for book purchases. The supplier will apply the provincial rebate on books at the time of sale.

Purpose

To simplify the HST process while:

- Ensuring compliance with HST legislation
- Minimizing potential exposure to tax liabilities
- Maximizing HST rebates

Guidance

- High Schools shall submit HST rebate reports to the Accounting Department on a monthly basis. Elementary Schools shall submit HST rebate reports to the Accounting Department on a quarterly basis. This report can be found in SchoolCash.Net under “Tax Rebate Form” (Report # 14); ensure the detailed report is selected. Original receipts must be attached. As original receipts are forwarded to Accounting, schools must make copies of all invoices to retain at the school for disbursement back-up (scanned digital copies are acceptable). The HST Rebate cheque shall be sent to the school for deposit into the school generated funds account and can be deposited into a General or Principal Discretionary category.
- Schools may not claim HST rebates on purchases made with Petty Cash or using Board funds that require invoices to be submitted to the Board (i.e. purchases using special funding provided from the Board for outdoor education program, etc.).
- For more information on HST, please contact the Finance Department, or refer to the [GST/HST procedure manual - Ontario Association of School Business Officials](#).

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Section 9 - Charitable Donations

Overview

The Board is a registered charitable organization with the Canada Revenue Agency (CRA), and therefore charitable tax receipts are issued to donors who make charitable contributions to the Board. The Board's Finance Department is responsible for issuing all official charitable donation receipts. The CRA will recognize these receipts for tax purposes. The Board must account for all receipts issued and report all donations to CRA each year.

Purpose

To describe the following:

- Types of donations that qualify for tax receipts;
- Types of donations that do not qualify for tax receipts;
- Process for issuing tax receipt.

Guidance

A charitable donation is a voluntary transfer of property or cash without valuable consideration being received by the donor. It is not uncommon for parents or other individuals or organizations to make charitable contributions to an individual school.

Generally, a donation will qualify for income tax purposes provided all three of the conditions below are satisfied:

- 1) Cash, equipment or supplies are transferred by a donor to the Board.
- 2) The donation is voluntary.
- 3) The donation is made without expectation of return. No benefit of any kind may be provided to the donor or to any individual designated by the donor.

Prior to indicating that an income tax receipt will be issued for any donations, the Principal must contact the Manager of Finance to confirm whether the activity qualifies for a charitable donation tax receipt.

DONATION OF CASH AND CHEQUES

All cheques should be made payable to the Ottawa Catholic School Board. If the donor wishes, the funds can be directed towards a particular school or school program, but the cheque still needs to be in the name of the Board so that a receipt can be issued. Cash and cheques are to be forwarded to the Administrative Assistant to the Manager of Finance for

deposit. It is important to forward all donations as soon as possible, as well as a list of donors so that the charitable tax receipt can be generated (see sample below). The Finance Department will deposit the funds in a separate account for donations assigned to the school.

Sample List of Donors

Name	Address	City	Amount
John Smith	64 Anywhere Street	City ON A0B 2C3	20.00

DISBURSEMENT OF FUNDS FROM THE DONATION ACCOUNT

Expenditures being paid for by donated funds should be charged against the school's donation account upon receipt of corresponding purchase order/payment requisition approved by the Principal. All disbursements from the donations account must be made through the Board. Funds will be reimbursed by the Board upon receipt of the supporting receipts/invoices.

GIFTS IN KIND

A gift in kind is where a donation is obtained in a form other than cash or cheque. Donated services do not qualify as a gift in kind. Examples include: donated equipment, furniture, books, etc.

Charitable donation receipts may be issued for in kind donations, with the receipt stating the fair market value of the donation once the donated object has been appraised. For new items, the donation receipt shall be for an amount equal to the original invoice amount, excluding HST. For used items, the amount of the donation shall be based on the appraised fair market value of the item. Fair market value is generally considered the highest price, expressed in terms of money, which the property would bring in an open and unrestricted market between a willing buyer and a willing seller, both of whom are knowledgeable, informed, and prudent and, who are acting independently of each other. The person who determines the fair market value of the property must be independent of the transaction, competent and qualified to evaluate the particular property being transferred by way of a donation. They must also put their evaluation in writing. Donation receipts are to be issued by the Finance Department.

VEHICLE DONATIONS

Receipts are issued for vehicle donations upon receipt of the Used Vehicle Information Package, issued by the Ministry of Transportation. Send the Used Vehicle Information Package to Administrative Assistant to the Manager of Finance (make sure to include the name of the school).

RESTRICTED DONATIONS

In order for the Board to issue a receipt, donations are to be made to the Board without condition. A receipt cannot be issued if the donor directs the school to give the funds to a specified person or family. However, donations made to the Board subject to a general direction (e.g. to the benefit of a specific school or a particular program operated by the Board) are acceptable providing the donor or anyone designated by the donor does not receive a benefit of any kind and that decisions regarding utilization of the donation within a school or program rests with the Board.

DONATIONS TO OTHER CHARITABLE ORGANIZATIONS

The Board does not issue donation receipts for school funds raised for another charity (i.e. Heart & Stroke Foundation, Canadian Cancer Society). In this instance, the charity issues receipts to the donors directly. The school must provide the charity with the necessary donor information, along with a cheque payable to the charity. Funds must only be raised for charitable organizations that are “eligible” charities as determined by the Canada Revenue Agency (CRA). A list of these charities can be found on the CRA website: www.cra-arc.gc.ca/charities.

ISSUANCE OF RECEIPTS

- It is important to note that receipts will only be issued for donations valued at \$20 or more.
- Receipts will not be issued for donations deposited at the school. It is therefore important that the donation be in the name of the Ottawa Catholic School Board. The donor is able to specify where they would like their funds to be directed (i.e. to a particular school or a specific school initiative).
- The following information should be forwarded to the Board with the donation:
 - Donor's name
 - Amount
 - Date donation was received
 - Name of contact at the school to direct questions if necessary.
 - For in kind donation, appropriate supporting documentation is required (i.e. appraisal information) in order for a donation receipt to be issued.
- Commonly asked questions and answers can be found online in the document titled: “Donations Guidelines revised”.

Should you have any further questions, please call 613-224-4455 ext 2247.

Caution

Schools, School Councils or other bodies affiliated with the school shall neither have nor obtain Charitable Registration status with the Canada Revenue Agency.

All tax receipts shall be issued by the Board.

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Section 10 - Lotteries and Games of Chance

Overview

Lotteries and games of chance are governed by the Criminal Code of Canada which permits licensing of these activities. They may include bingo events, raffles, break open tickets and social gaming events. The Alcohol and Gaming Commission of Ontario (AGCO) is responsible for administering the lottery licensing program of Ontario. Municipalities issue licenses for the smaller lotteries and games of chance in which schools may be involved.

Purpose

To provide information to schools and School Councils to ensure compliance with the rules and regulations of the Alcohol and Gaming Commission as they relate to lotteries and games of chance in which schools and School Councils may be involved.

Guidance

Municipalities issue licenses for:

- Bingo events with prize boards of up to \$5,500;
- Break open tickets for local organizations (Nevada tickets);
- Raffle lotteries for total prizes of \$50,000 and under;
- Bazaar lotteries which include: wheels of fortune with a maximum bet of \$2, raffles not exceeding \$500, and bingo events up to \$500.

If a school is involved in activities that exceeded these limits, they are required to obtain a license from the [Alcohol and Gaming Commission of Ontario](#). This process is not covered in these instructions.

Detailed information about lotteries and games of chance, including Nevada tickets, can be obtained from the Alcohol and Gaming Commission of Ontario.

APPLICATION PROCESS

Contact your local municipality, explain the type of activity you are planning and follow their instructions. The application should be prepared in the name of the school and signed by the Principal. The application may take a few weeks to a month, so start the process as early as possible.

BANKING

All licenses require that a separate trust bank account be used for revenue and expenses. A single trust account may be used for multiple licenses as long as the accounting system permits separate reporting for each license.

REPORTING

A condition of all licenses is that you report on the financial activity of the project. Detailed reporting requirements are outlined in the license. Prior to starting the project, you should read this information very carefully to ensure that you are able to provide the reports required.

AUDIT

All licenses provide for examination of your books and records by the licensing agent. Therefore, you should keep your records in such a way that an auditor would be able to find the required information easily.

Caution

If you do not obtain a license for a lottery or game of chance, you are subject to penalties under the Criminal Code of Canada.

Always check with your municipality before commencing one of these activities. If the person with whom you speak says you do not need a license for a particular activity, document the call with details including the name of the person, the date of the conversation and details of the conversation.

To learn more about the requirements for your particular event, contact Ottawa By-law and Regulatory Services by calling 613-580-2424 or 311. They will provide with the necessary information and regulations.

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Section 11 - School Councils

Overview

Under the [Education Act Regulation 612](#), school boards in Ontario are required to establish a School Council for each school within the board. These Councils are advisory bodies that may make recommendations to the school Principal or the board on any matter. Many School Councils perform fundraising activities in the name of the school and as such are required to conform to the appropriate sections of Regulation 612 that deal with fundraising issues. While the Principal is a non-voting member of the School Council, they nonetheless play an essential role on the Council. The Principal therefore needs to have a sound understanding of their role and responsibilities.

All School Council activities must comply with the [Catholic School Council Policy](#) and [Fundraising by Catholic School Council Policy](#).

Purpose

To clarify:

- Ownership of School Council funds
- Bank Procedures
- Financial reporting requirements
- Record Retention

Guidance

OWNERSHIP OF SCHOOL COUNCIL FUNDS

The Ministry of Education's document, *School Councils: [A Guide for Members \(2002\)](#)*, states "School Councils should be aware that, because the school board is a corporate entity and the school is not, any funds raised by the School Council (and any assets purchased with those funds) belong, legally, to the board." Fundraising for schools by School Councils is a partnership between the school, the Board and the fundraising group.

All fundraising activities and expenditures must be conducted in accordance with [Board policies](#) (located on the OCSB website under "Our Board"). Particular attention needs to be paid to policies on purchasing, conflicts of interest and other similar policies. This is clearly stated in the [Education Act Regulation 612, section 22](#).

Banking Procedures

- Where a School Council bank accounts exist, a minimum of two School Council Members' signatures are required. One of the signatures should be the Treasurer.
- Any expenditure from School Council money requires the approval of the School Council. To facilitate the issuing of cheques for ongoing activities, such as the payment for pizza on pizza days, the council may wish to authorize activities for which funds can be disbursed and reported at the next Council meeting. Other disbursements would require Council approval prior to the initiation of the purchase.
- The section in this manual dealing with [Banking/Receipts/Disbursements](#) also applies to School Council accounts. For the security of the funds and to protect anyone handling funds raised through School Council activities, all funds need to be counted and kept in a safe or locked cabinet at the school for prompt deposit to the bank account.

FINANCIAL REPORTING REQUIREMENTS

To enable the School Council to manage and monitor School Council funds and fundraising activities, current financial information is required. To achieve this goal, monthly reports outlining the sources and uses of the funds and the current financial position of the School Council are required.

In some schools, separate groups such as a parent teacher association administer fundraising activities. These groups must follow the same processes prescribed for School Councils.

The fiscal year for School Councils is September 1 to August 31 of the following year. This is the same as the Boards' fiscal year. Annual financial reports shall reflect the activities undertaken during this timeframe. These reports will allow the Council to confirm that disbursements made coincide with previously approved disbursements. See [Appendix F](#) for the Annual Financial Report template and [Appendix G](#) for an example of this report with category definitions.

Monthly reports should include the following:

1. A Treasurer's Report containing:
 - Opening Balance in records (should equal last month's closing balance)
 - Deposits made during the month
 - Cheques issued or any other charges to each account during the period
 - Closing Balance in records (the following month opening balance)
2. A Bank Reconciliation

It should be noted in the School Council meeting minutes that the Treasurer's report has been received and approved.

RECORD RETENTION

[Regulation 612, section 16](#), states that “(1) a school council shall keep minutes of its meetings and records of all of its financial transactions; (2) the minutes and records shall be available at the school for examination without charge by any person, and; (3) subsections (1) and (2) do not apply to minutes and records that are more than four years old.” As a matter of consistency with other financial record retention requirements, all records are to be maintained on Board premises for a period of seven years.

Caution

School Councils are reminded that [Regulation 612](#) of the Education Act governs their activities, responsibilities and reporting requirements. The Principal is responsible for advising the School Council when their activities fail to meet relevant legislation, regulations and policies.

Useful links

The following websites provide useful information that should be shared with the School Council Chair:

- [Ottawa Catholic School Parent's Association](#)
- [Ontario Regulation 612/00 – Student Councils and Parent Involvement Committees](#)
- [Ontario Regulation 298 – Operation of Schools - General](#)
- [Ontario Ministry of Education – School Councils – A Guide for Members](#)

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Section 12 - Student Generated Funds

Overview

Student generated funds are comprised of funds raised from a body of students, including but not limited to, Student Councils, clubs, athletics, etc. Such student groups often perform fundraising activities. Keeping track of the money raised and spent is considered an educational experience for the students involved.

Purpose

To clarify:

- Ownership of Student Council and other student generated funds
- Banking arrangements for Student Councils and other student groups
- Reporting requirements for Student Councils and other student groups

Guidance

- Student generated funds and any assets purchased with these funds belong to the Board.
- Consistent with other school generated fund activities (other than the School Council), banking transactions for student generated funds should be integrated with the fundraising transactions in the school generated funds bank account. There shall not be a separate bank account or bank reconciliation report for Student Councils.
- The accounting system should be such that transactions related to the Student Council and other student body activities can be reported separately.
- The reports for the Student Council and other student bodies should be the same as those set out in [Section 5](#), but include only the transactions related to the Student Council activities.

Caution

Nothing in this section precludes Student Councils and other student bodies from keeping a separate set of records to enhance their educational experience. Such separate records can be used for comparable purposes with the office records at the school.

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Section 13 - Changes in Principal / Office Administrator

Overview

As turnover of Principals and Office Administrators at schools are not uncommon, it is important that such transitions do not impact the day to day administration of school generated funds.

Purpose

To ensure that when there is a change in Principal or Office Administrator, the transition is smooth and sufficient financial information is passed on from the outgoing individual to the incoming individual.

Guidance

When there is a change in Principal or Office Administrator, the following is required:

- A Principal/Office Administrator Change Form (see [Appendix H](#)) needs to be completed, approved by the Superintendent of the School, and be forwarded to the Finance Department to update electronic financial systems.
- The bank signing authority and access to the bank account needs to be updated as soon as possible to remove the outgoing Principal and add the incoming Principal.
- Any other relevant information and documentation shall be passed onto the incoming Principal/Office Administrator by the outgoing Principal/Office Administrator (i.e. safe combinations, pass codes, keys). It is recommended that passwords be changed by the incoming Office Administrator/Principal.

The outgoing Principal should also prepare the following financial reports dated as close to their last day at the school as possible:

- A Detailed Category Summary Report (Kev report #2)
- A Bank Reconciliation, along with a copy of the latest month's bank statement.
- An up-to-date trial balance (Kev report #10)

These reports should be signed off by the outgoing and incoming Principal to document the transfer of the responsibility of school generated funds. These reports are to be forwarded to the Superintendent of Schools by the deadline stated in the annual financial reporting memorandum. [Appendix I](#) outlines this requirement.

New Principals and/or Office Administrators are responsible for ensuring they receive adequate training in their roles and financial responsibilities. The Board will provide training opportunities and resources to assist staff in their new roles. The Finance department is available for additional assistance throughout the year if required.

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Appendix A - Deposit Form

DEPOSIT FORM			Date: _____		
Deposit to: _____			Teacher: _____		
Purpose of Deposit: _____			(Print Name)		
Teacher Signature: _____					

BILLS		
	QTY	AMOUNT
\$5		
\$10		
\$20		
\$50		
\$100		
BILLS TOTAL		

ROLLED COINS		
	# ROLLS	AMOUNT
0.01		
0.05		
0.10		
0.25		
1.00		
2.00		
ROLLED TOTAL		

LOOSE COINS		
	QTY	AMOUNT
0.01		
0.05		
0.10		
0.25		
1.00		
2.00		
COINS TOTAL		

CASH TOTAL	
-------------------	--

CHEQUES		
# CHEQUES (i.e. 10)	AMOUNT ON CHEQUES (i.e. \$15.00)	TOTAL IN EACH BUNDLE (i.e. \$150.00)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
CHEQUES TOTAL		

TOTAL DEPOSIT	
----------------------	--

** Student Payments detail must be recorded on the back side of this form or attach a class list **

Deposit Date: _____	OA Signature: _____
---------------------	---------------------

Discrepancy found: <input type="checkbox"/> Yes <input type="checkbox"/> No	Teacher Signature: _____
If yes, amount of discrepancy: _____	I agree with the new total amount

[Click here to open in Excel](#)

Appendix A - Deposit Form

STUDENT PAYMENTS DETAIL (Class List)

STUDENT NAME	AMOUNT	CHEQUE/CASH
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
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34.		
35.		

[Click here to open in Excel](#)

Appendix B - Cheque Request Form

CHEQUE REQUISITION FORM

One copy of your receipt/invoice should be attached to this form, along with the original receipt/invoice. Do not submit Visa/Mastercard or Interact slips. The Board will **ONLY** accept original detailed cash register receipts/invoices.

Date Requested: _____

Name: _____

Cheque payable to: _____

Category: _____

Purpose of Purchase: _____

Receipt from:	Sub-total	HST	Total
Total Amount Requested:			

Approval

Department Head/Curriculum Leader:	_____	Date: _____
Principal/Vice Principal:	_____	Date: _____

Office Use Only

CHEQUE #	_____
Date Paid	_____
Category	_____

[Click here to open in Excel](#)

Appendix C - Account Transfer Form

TRANSFER FORM	
Date Requested:	<hr/>
Name:	<hr/>
Amount Requested:	<hr/>
From Account:	<hr/>
To Account:	<hr/>
Purpose of Transfer:	<hr/> <hr/> <hr/>
Approval	
Principal:	<hr/>
Office Use Only	
Transaction #:	<hr/>
Date:	<hr/>

[Click here to open in Excel](#)

Appendix D - School Generated Funds Reporting Summary

Reports	Minimal Frequency	Completed By:	Approved By Principal (Minimal Requirement)
Deposits	Weekly	All funds deposited prior to weekend or holiday	N/A
Bank Reconciliation	Monthly	20 th of following month	Monthly
Trial Balance (#10)	Monthly	20 th of following month	Quarterly
Detailed Category Summary (#2)	Monthly	20 th of following month	Quarterly
Overview Umbrella Category (#5)	Monthly	20 th of following month	Quarterly
Transaction report (#11B) (1 st to 31 st)	Monthly	20 th of following month	Quarterly
Modified Transaction (#15) (1 st to 31 st)	Monthly	20 th of following month	Quarterly
HST Rebate (#14)	Monthly Secondary	20 th of following month	Monthly
HST Rebate (#14)	Quarterly Elementary	20 th of month following reporting period	Quarterly
Petty Cash (Accounting Form)	Monthly Secondary	20 th of following month	Monthly
Petty Cash (Accounting Form)	Quarterly Elementary	20 th of month following reporting period	Quarterly
Year End Reports (memo will list reports)	Yearly	Mid September	Yearly

Appendix E - Excess Cash Report

Elementary School Excess Cash Report

School Generated Funds Excess Cash Report – Elementary School (Complete if Excess Cash is > \$10,000)

School: _____
As of August 31, 20__

1. Bank Account Balance as of August 31, 20__, includes all bank accounts and any Investments.

Chequing Account \$ _____

Lottery Account (if applicable) _____

Investments _____

Total Funds held by school as of August 31 \$ _____
(must agree to total on Trial Balance)

2. Please explain how the excess cash occurred:

3. What are your plans for the excess cash? Please provide details of expected purchases and timelines.

Principal's Signature : _____

Superintendent's Signature: _____

[Click here to open in Word](#)

Appendix E - Excess Cash Report

Example - Elementary School Excess Cash Report

EXAMPLE

School Generated Funds Excess Cash Report – Elementary School (Complete if Excess Cash is > \$10,000)

School: _____

As of August 31, 2014

1. Bank Balance as of August 31, 2014, includes all bank accounts and any Investments.

Chequing Account	<u>\$ 20,804.25</u>
Lottery Account (if applicable)	<u>0.00</u>
Investments	<u>0.00</u>
Total Funds held by school as of August 31 (must agree to total on Trial Balance)	<u>\$ 20,804.25</u>

2. Please explain how the excess cash occurred:

Over the past few years we have been doing fundraising events, in order to save some funds for a play structure, we have now raised \$10,000.00 Profits from the milk program have resulted in \$4,500.00 over the past few years. The Parent Council has given us \$4,000.00 towards the school's wish list.

3. What are your plans for the excess cash? Please provide details of expected purchases and timelines.

In the 2014/15 school year we plan to spend the following:

<u>Play structure</u>	<u>\$10,000.00</u>
<u>Library Book Purchases</u>	<u>4,000.00</u>
<u>Equipment for Various Clubs</u>	<u>4,500.00</u>
	<u>\$ 18,500.00</u>

Principal's Signature: _____

Superintendent's Signature: _____

Appendix E - Excess Cash Report

Secondary School Excess Cash Report

School Generated Funds Excess Cash Report – High School (Complete if Excess Cash is > \$40,000)	
School: _____	
As of August 31, 20__	
1. Bank Category Balance as of August 31, 20__, includes all bank accounts and any Investments.	
Chequing Account	\$ _____
Lottery Account (if applicable)	_____
Investments	_____
Total Funds held by school as of August 31 (must agree to total on Trial Balance)	\$ _____
2. Please explain how the excess cash occurred:	
_____ _____ _____ _____ _____ _____ _____ _____	
3. What are your plans for the excess cash? Please provide details of expected purchases and timelines.	
_____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
Principal's Signature: _____	

[Click here to open in Word](#)

Appendix E - Excess Cash Report

Example - Secondary School Excess Cash Report

EXAMPLE

School Generated Funds Excess Cash Report – High School (Complete if Excess Cash is > \$40,000)

School: _____

As of August 31, 2014

1. Bank Balance as of August 31, 2014, includes all bank accounts and any Investments

Chequing Account	\$ 11,254.35
Lottery Account (if applicable)	0.00
Investments	100,000.00
Total Funds held by school as of August 31, 2014 (must agree to Total Assets on Balance Sheet)	\$ 111,254.35

2. Please explain how the excess cash occurred:

Over the past four years we have had Cafeteria commissions of \$20,000/year, we did not spend this excess of funds. We have been collecting money for the Dominican Relief Fund, in the amount of \$20,000.00; these funds will be used in the upcoming school year.

3. What are your plans for the excess cash? Please provide details of expected purchases and timelines.

In the 2014/15 school year we plan to spend the following:

School Yard Improvements	\$ 10,000.00
Replace Bleachers	30,000.00
Library Book Purchases	10,000.00
Team Jersey replacements	20,000.00
Equipment for Various Clubs	20,000.00
Dominican Relief Trip	20,000.00
	\$ 110,000.00

Principal's Signature: _____

Superintendent's Signature: _____

Name of School Council: _____ Sources and Uses of Funds September 1, 20__ - August 31, 20__		
Bank Balance August 31, 20__	\$	<div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> (A)
Add: Revenue		
Capital Asset Fundraising		_____
Student Activities and Resources		_____
Fundraising for External Charities		_____
Field Trips/Excursions		_____
Other		_____
Total Revenue	\$	<div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block; text-align: center;">-</div> (B)
Less: Expenditures		
Capital Asset Fundraising		_____
Student Activities and Resources		_____
Fundraising for External Charities		_____
Field Trips/Excursions		_____
Other		_____
Total Expenditures	\$	<div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block; text-align: center;">-</div> (C)
Bank Balance August 31, 20__	\$	<div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block; text-align: center;">-</div> A + B - C

Did you make any purchases of furniture or equipment valued \$5,000 or greater, using your Parent Council funds eg: playstructure, sports equipment, Stereo System, PA System etc?

YES _____ **NO** _____

If "YES", forward a copy of the invoice with this report.

Additional comments as considered appropriate:

Submitted on behalf of School Council

Chairperson
 (The signed report is to be forwarded to the Principal by Oct 15, 20__)

Date

Receipt Acknowledged

School Principal

Date

(The signed report is to be forwarded to the Finance Department by Oct 21, 20__)

Records which support this financial report may be subject to audit and/or explanatory information may be requested.


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Appendix G - School Council Annual Report Example

Example – School Council Annual Report


Example School		
In this example, for September 1, 2012 to August, 2013, the following transactions occurred:		
1. Balance per bank statement, August 31, 2012	\$ 227.64	As required by the Ministry of Education, five revenue and expenditures categories must be reported - See the definitions below
2. Revenue:		Financial Reporting Category
Fun Run Fundraiser for School	2,000.00	Student Activities and Resources
United Way Fundraiser	825.00	Fundraising for External Charities
Milk Program	2,005.00	Student Activities and Resources
Pizza Day	500.00	Student Activities and Resources
Total Revenue	5,330.00	
3. Expenditure:		
United Way Fundraiser	825.00	Fundraising for External Charities
Instrument Repair (recorders)	300.00	Student Activities and Resources
CD's for Music Program	296.56	Student Activities and Resources
Bus Subsidy for Grade 6	150.00	Field Trips/Excursions
Donation to School for computer equipment	775.00	Student Activities and Resources
Postage	176.63	Other
Photocopies	291.27	Other
Milk	1,987.33	Student Activities and Resources
Pizza	495.21	Student Activities and Resources
Total Expenditure	5,297.00	
4. Balance per bank statement August 31, 2013	\$ 260.64	
Financial Reporting Category Definitions		
Revenue Components	Expenditure Components	
Capital Assets Fundraising: All monies raised/received for the purchase of furniture and equipment valued at \$5,000 or more <u>(per item)</u> . Examples - fundraising towards play structures, bleachers, stereo systems, PA system, etc.	Capital Assets Fundraising: All costs associated with the purchase of furniture and equipment valued at \$5,000 or more <u>(per item)</u> . Examples - purchases of play structures, bleachers, stereo systems, PA system, etc.	
Student Activities and Resources (including fees): All monies raised/received related to student activities and resources such as activity fees, support for student council, events, resources or materials. Examples - Pizza Day, Milk, Hot Dog Day, extracurricular activities, graduation funds, student clubs.	Student Activities and Resources (including fees): All costs associated with student activities and resources. Examples - Pizza, Milk, Hot Dog and extracurricular activities, graduation funds, student clubs.	
Fundraising for External Charities: All monies raised/received in support of an external charity where the School Council provides the administrative process for collecting the funds. All funds collected will be disbursed to the charities. These charities would be registered with the Canada Revenue Agency. Examples - Terry Fox run, United Way, Heart & Stroke, etc.	Fundraising for External Charities: Support of an external charity where the School Council provides the administrative process for collecting the funds. All funds collected will be disbursed to the charities. These charities would be registered with the Canada Revenue Agency. Examples - Terry Fox run, United Way, Heart & Stroke, etc.	
Field Trips/Excursions (including admission, transportation and accommodation): All monies raised/received to support the costs of excursions/field trips must be reported. Examples - trips to Science Centre, farm visit, museum trip, trip to Quebec City	Field Trips/Excursions (including admission, transportation and accommodation): All costs associated with field trips/excursions will be reported. Examples - trips to Science Centre, farm visit, museum trip, trip to Quebec City	
Other: Includes all monies raised/received for all items that do not fit within categories above. Examples - general fundraising by the School Council with no specific project or expenditure decided at the time of fundraising, interest on accounts, Ministry Grant	Other: Includes all cost for all items that do not fit within categories above. Examples - bank charges on accounts, purchases funded by a Ministry Grant	

Appendix H - Changes in Principal / Office Administrator

 OTTAWA CATHOLIC SCHOOL BOARD	Changes in Principal and/or Office Administrator Form	
School Name:	_____	
Date of Change:	_____	
Position:	_____	
Incoming:	_____ (Please print full name)	
Outgoing:	_____ (Please print full name)	
<u>School Banking Arrangements</u>		
The following represents all bank accounts held in the name of the school:		
Bank Name and Address	Bank Account Number	Name of Signing Authorities
<u>Superintendent of Schools Approval</u>		
Authorized by (name):	_____	
Signature:	_____	
<u>Please submit the completed form to Shamrock Franey in the Finance Department</u>		
Fax: 613-224-0132		
e-mail: Shamrock.Franey@ocsb.ca		


[Click to open in Excel](#)

Appendix I - Checklist for Principals Transferring Schools

 OTTAWA CATHOLIC SCHOOL BOARD	Checklist for Principals transferring schools	
School Name:		
Date of Change:		
The attached information represents an accurate representation of the school finances as at the following date		
Outgoing Principal:		
	(Please print full name)	(Signature)
I have reviewed the attached information and agree that it appears to accurately represent the financial position of the school with the following exceptions:		
Incoming Principal:		
	(Please print full name)	(Signature)
<u>Financial Reporting Requirements</u>		
The following reports must be signed and reviewed by both the Principal leaving the school and the incoming Principal. Checklist:		
<input type="checkbox"/>	Overview Summary of all balances sorted by Category Name	
<input type="checkbox"/>	Bank Reconciliation	
<input type="checkbox"/>	Copy of the latest month's Bank Statement	
<input type="checkbox"/>	Trial Balance (Kev Report # 10)	
<u>Superintendent of Schools Approval</u>		
Authorized by (name):		
	(Please print full name)	(Signature)
<u>Please submit all reports listed above, along with this checklist to Shamrock Franey in the Finance Department</u>		

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Appendix J – Authorization to Reimburse a Principal

**OTTAWA
CATHOLIC
SCHOOL BOARD**

**AUTHORIZATION TO REIMBURSE
A PRINCIPAL FROM A SCHOOL BANK ACCOUNT**

This form must be completed prior to issuance of a cheque payable to a principal that is drawn on a school bank account.
The completed and signed form must be kept in the school files and is subject to audit.

Date: _____

Principal (payee): _____

School: _____

Description:

***Attach supporting documentation**

Amount: _____

I certify that the above-noted work/service has been performed satisfactorily and/or that the above-noted supplies have been received.

Principal signature: _____

Payment approved by Superintendent (name): _____

Payment approved by Superintendent (signature): _____

NOV 13

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Appendix K – School Activity Authorization Form

School Activity Authorization Form			
1. This form must be completed and submitted to the Principal for approval prior to the activity where school activity money will be collected from students, staff, parents, community or others.			
2. All trips must recover all costs unless funded by school.			
Description of Activity			
Date of Activity:			
		Budget calculated amount to be collected	Actual amount collected
		Notes	
Funds To Be Collected			
Collection from Students (detailed listing on back)			
Collection from Staff (detailed listing on back)			
Collection from Parents (detailed listing on back)			
Collection from Community (detailed listing on back)			
Fundraising			
School Contribution			
Other (provide details on back)			
A. Total Funds to be Collected		\$ -	\$ -
Expense To Be Paid			
Accommodation (provide # of rooms and price per room)		\$	\$
Parking (provide # of vehicles parked and price per spot)			
Rental Vehicle (provide # of vehicles and price per vehicle)			
Gas			
Tickets (provide # of tickets and price per ticket)			
Supplies			
Cost Recovery Fee (SCO & Credit Cards)			
B. Total Expenses to be Paid		\$ -	\$ -
SURPLUS (SHORTFALL) FUNDS (A minus B)			\$ -
SHORTFALL TO BE FUNDED FROM....			
SURPLUS WILL BE USED TO FUND....			
Principal Authorization		Principal: Reconciliation Closed	
Date of Approval:			
Page 1 of 2			

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School Activity Authorization Form					
Detail					
<i>Note: Totals should tie to summary of funds to be collected on page 1.</i>					
DETAILED LISTING OF FUND TO BE COLLECTED					
Budget	Actual	Actual - Budget	Notes		
Activity/Fundraising	Amount collectible (\$)	Amount Collected (\$)	Variance	Explanation	
i.e. Pizza day			-		
i.e. Ticket sales			-		
			-		
			-		
			-		
			-		
			-		
			-		
			-		
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			-		
			-		
			-		
			-		
			-		
Total	-	-	-		
Principal: Authorization to Collect			DATE		

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Appendix L – Annual Fundraising Plan

[illegible]

Click to open in Excel