

Date of issue	April 2024
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Subject	SCHOOL GENERATED FUNDS
Reference	Policy 2270 – Signing Authorities Policy 4320 – Fundraising School Fundraising Guideline Ontario Regulation 298, Section 24 and 25
Contact	Business Services

1. School generated funds

- 1.1 Funds are generated at the school level from a number of different sources and used in a number of different ways to enhance the development of educational programs, and to support school initiatives and activities. These funds are referred to as school generated funds.
- 1.2 School generated funds is a broad category which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs.
- 1.3 The Ontario Ministry of Education School Fundraising Guideline sets out acceptable and unacceptable uses of school generated funds.

2. Fundraising

- 2.1 A fundraising activity is any solicitation for the purpose of obtaining funds that is initiated and approved by the administrator and endorsed by the school council, and includes activities carried out by students both on and off school property.
 - 2.1.1 Funds received in the school are included in the category school generated funds.
- 2.2 Canvassing, sales, or solicitation of pledges shall not be permitted in public locations or on a door-to-door basis by students.
- 2.3 School councils shall work in full co-operation with the school staff under the supervision of the administrator in activities involving fundraising.
- 2.4 Any school club, class, or school council must have permission from the administrator to engage in fundraising activities. Administrators shall clearly outline all school/community initiatives by using the [School Annual Fundraising Plan \(FORM A2600 – 3\)](#). School administrators shall review the board policies and procedures with the activity co-ordinator(s) prior to granting final approval.

- 2.5 Administrators shall have discretionary power to determine the type and amount of charitable advertising to be displayed or announced in schools.
- 2.6 Fundraising that implies the school, school community, or board endorsement of a particular commercial enterprise requires the administrator to consult with the superintendent of education.
- 2.7 Advertising of a purely commercial nature will not be allowed in schools unless board approval is given. For further information refer to [APM A7250 – Advertising in Schools and in School Newsletters](#).
- 2.8 Competition among students to encourage or increase sales shall not be permitted. Incentive prizes, if awarded, shall be for participation only.
- 2.9 If an event or activity that funds have been raised for is cancelled, or if a student or students to whose participation raised funds have been credited is unable to participate, funds raised become the property of the school and subject to the approval of the annual fundraising plan.
- 2.10 In the event a staff member, student council, or school council initiates a fundraising activity without seeking the permission and approval of the administrator, the appropriate superintendent of education shall initiate a disclaimer communication to the school community. This information will be conveyed through the administrator.

3. Crowdfunding

- 3.1 Crowdfunding is the process of requesting a specific gift or donation to fund a specific purchase or project, typically through websites or social media designated for this purpose. Crowdfunding does not include requests for donations the board makes using the board's own website or social media.
- 3.2 Because crowdfunding is a unique form of fundraising, the following rules will apply whenever the board, a board employee, or other volunteer of the board seeks gifts and donations through a crowdfunding website intended to benefit the board, board employees acting in their capacity as board employees, or Simcoe County District School Board (SCDSB) students.
 - 3.2.1 Before any donation is requested, the Superintendent of Business and Facility Services, in coordination with the respective superintendent of education, must approve the request to ensure that it does not conflict with other fundraising efforts and to verify, if supplies or other property are requested, that the board does not already have the requested supplies/property and to ensure that the board can adequately support, store, or maintain the gift if received.

3.2.2 All donations or gifts that are requested using the board's name, referencing the employee's position with the board even if the board is not named, or requested on behalf of SCDSB students specifically or in general, are considered board property. The Superintendent of Business and Facility Services must be informed if donations or gifts are received using crowdfunding so that the gift may be appropriately acknowledged by the board and the donation may be deposited in the appropriate board account or a gift may be inventoried.

4. Approval process

- 4.1 By Oct. 15 of each year, administrators shall submit to their superintendent of education an annual fundraising plan, following consultation and input from the school council, for all fundraising initiatives. The administrator shall communicate, on a regular basis, with their superintendent of education and school community on the progress of their fundraising activities including funds received and disbursements made.
- 4.1.1 Administrators who wish approval to conduct fundraising activities which arise prior to the approval of the annual fundraising plan may do so provided they:
- 4.1.1.1 consult and inform the school council; and,
 - 4.1.1.2 request permission and receive written approval from their superintendent of education prior to commencement of the activity.
- 4.1.2 Administrators who wish approval to conduct fundraising activities which arise subsequent to the approval of the annual fundraising plan may do so provided they:
- 4.1.2.1 consult and inform the school council; and,
 - 4.1.2.2 resubmit a revised fundraising plan and receive written approval from their superintendent of education prior to commencement of the activity.
- 4.2 Recommendations from the administrator for the annual fundraising plan shall ensure that:
- 4.2.1 careful consideration has been given to the number, extent, and validity of the recommended activities;
 - 4.2.2 all activities are consistent with values related to the goals of education;
 - 4.2.3 the purpose, role, and value of each fundraising activity is communicated clearly to students and explained in writing to parents/guardians;
 - 4.2.4 participation by students and staff is voluntary;
 - 4.2.5 necessary licences for lotteries, raffles, or bingos are obtained prior to the event;
 - 4.2.6 clear timelines for the initiation and termination of each fundraising activity are established; and,
 - 4.2.7 funds raised for charitable purposes are donated to charities registered through the Government of Canada's Charities Directorate.

4.2.7.1 In the event that funds raised for charitable purposes are to support a unique community situation, community agreement should be obtained through consultation with the school council and documented in the school council meeting minutes. In the event that time is of the essence, superintendent of education approval is to be obtained and school council informed at the next regular meeting. The full net proceeds of the related fundraiser(s) shall be applied to the community situation. Evidence should be retained to support the fact that the proceeds were paid to the appropriate beneficiary.

4.3 The superintendent of education shall maintain a record, by school, of approved fundraising activities and any in-year changes.

5. Financial accounting procedures

5.1 School administrators will be assigned one bank account for school generated funds by Business Services. Additional account(s) may be opened, as deemed necessary or legally required, with the written approval of the Superintendent of Business and Facility Services. The administrator is responsible for overseeing that the school bank account(s) are maintained accurately, and appropriate auditing and summary reports are completed.

5.1.1 School councils are not permitted to have a separate bank account.

5.2 Signing authorities on the school bank account shall follow SCDSB policies and procedures.

5.3 The bank account shall be one that produces a monthly bank statement and provides for the return of cancelled cheques (copies provided electronically with the bank statement are acceptable). A bank reconciliation shall be completed monthly by Business Services and forwarded to the school administrator for review and approval.

5.4 All transactions will be recorded in the school's computerized accounting system in a timely manner.

5.5 School administrators shall ensure all financial activities follow the appropriate application of the Goods and Services Tax and Harmonized Sales Tax. Upon audit by Canada Revenue Agency, schools are responsible for any penalties, interest, and amounts owing in their findings.

5.6 All money collected in the name of the school must remain on-site and be stored in a designated locked and safe location, which has limited access, until deposited. It is recommended that each school have a secure safe. No more than \$500 for elementary schools and \$1,000 for secondary schools should be kept on-site at any one time.

- 5.6.1 All money collected is to be deposited intact to the bank account promptly. Expenditures cannot be paid from the cash collected. The total funds must be deposited to the bank and a cheque written to pay for any expenditure.
- 5.6.2 All staff collecting money must provide a summary of funds received and forward both the money and the summary to the designated individual in the school office.
- 5.7 All disbursements must comply with SCDSB procurement policy and procedures.
 - 5.7.1 Pre-signing of cheques, partially completed cheques, or cheques made payable to cash are not acceptable.
- 5.8 All original documents shall be retained per the SCDSB [Classification and Retention Schedule](#).
- 5.9 Changes in school administrators will require the completion of the [Change in School Administrator Form \(FORM A2600 – 1\)](#). The completion of this form ensures basic financial information is transferred to the incoming school administrator.

6. Cashless schools

- 6.1 The SCDSB is committed to ensuring:
 - 6.1.1 efficient processes are in place to receive payment for school generated funds activities;
 - 6.1.2 collection of funds is done in the most secure manner;
 - 6.1.3 opportunities exist to streamline cash receipts processes; and,
 - 6.1.4 all fees or other charges are available for payment online. The SCDSB encourages all parents/guardians and students (if over 18) to pay all fees and other charges online; however, schools shall continue to accept cash and cheques as payment of these fees upon parent/guardian request.
- 6.2 Process
 - 6.2.1 School administrators must ensure all fees and other charges are set up in the cashless school software and available for payment online. Schools must ensure fees are available online prior to any communications with parents/guardians or students to ensure the fee is immediately available for payment online once communication of the new fee is received.
 - 6.2.2 Parents/guardians and students are encouraged to pay all fees and other charges online through the cashless school software. Therefore, in all correspondence sent home by the school or in any other form of communication, online payment should be clearly communicated as the preferred method of payment.

- 6.3 Exemptions
 - 6.3.1 Administrators may exempt entire activities/events and not setup the fees online for one-time, non-recurring activities/events when the total amount collected from a student is under five dollars.
 - 6.3.2 Any other exception to cashless schools must have prior written approval from the Controller. A [Request for Exemption - Cashless Schools \(FORM A2600 – 2\)](#) must be completed.

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Issued under the authority of the Director of Education

Change in School Administrator Form

School name: _____ Date of change: _____
Incoming administrator: _____ Outgoing administrator: _____
(print full name) (print full name)

School banking arrangements

The following represents all bank accounts held in the name of the school:

Bank account name	Account number	Names of signing authorities	Bank balance (at date of outgoing sign off)

Attachments

Attach the most recent copy of:

1. Bank statement for each of the accounts listed above.
2. Bank reconciliation for each of the accounts listed above.
3. School/school community annual fundraising plan for the current year.
4. The following reports from SchoolCash Online as of the date of change:
 - a. umbrella category; and,
 - b. trial balance.

Future commitments

The following is a summary of all significant future commitments that have been entered into by the school:

Outgoing administrator acknowledgement

I, _____, certify the above information and attachments are an accurate representation of the school finances as of _____. To the best of my knowledge and belief all school generated funds received in the school while I was administrator were deposited into one of the above-noted bank accounts and only those disbursements authorized in the fundraising plan have been made.

Signature

Date

Retain original documentation in school and electronic copy in quicken drive for sign off by incoming administrator.

Incoming administrator acknowledgement

I, _____, have reviewed the above information and agree that it appears to accurately represent the financial position of the school with the following exceptions:

Signature

Date

Forward a copy of the final documentation to Business Services.
Retain original documentation with the school's financial records.

SAMPLE

Request for Exemption – Cashless Schools

School information

School name: _____

Administrator: _____

Description of activity and reason for exemption

The following is a summary of the activity/initiative and why we are requesting we be exempt from making this available for purchase online:

Date of request

Date: _____

Administrator name: _____

Administrator signature: _____

Approval

Approved to be exempt from SchoolCash Online for the current school year.

Not approved to be exempt from SchoolCash Online for the current school year.

Date: _____

Controller or designate name: _____

Signature: _____

