

PROCEDURES

FOR SCHOOL GENERATED FUNDS





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Procedures for School Generated Funds



INTRODUCTION

Background

Changing attitudes in society require schools and school boards to be increasingly accountable for the use of public funds. 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.

Many school boards currently do not have procedures in place with respect to school generated funds. In order to address this need, representatives from the Ontario Association of School Business Officials (OASBO) Finance Committee, have collaborated to prepare procedures identifying key financial recording and reporting requirements. A representative from the Hamilton-Wentworth District School Board (HWDSB) was a member of this committee.

In June 2003, Executive Council approved the formation of the School Generated Funds Committee with appropriate system representation. The mandate of this committee was to prepare recommendations regarding the implementation of procedures relating to the recording and reporting of school generated funds across the system. These Procedures are based on the review of the OASBO document and revised to meet HWDSB requirements. They address the recording and reporting of school generated funds. They do not identify the type of fundraising activities, which should or should not occur at the school.



INTRODUCTION

Objectives

Section One

- 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
- Meet the public's expectations and validate the public's trust regarding the stewardship of school based funds, both school and parent administered
- Ensure consistency and standardization of procedures across all school boards in Ontario
- Meet the board's requirement under provincial regulations for the financial accountability of School Councils involved in fundraising.



INTRODUCTION

Specifics

Section One

Key Considerations in the Development of the Procedures

- The Procedures have been developed and written with the Principal and Office Administrator in mind
- They attempt to simplify (as much as possible) the procedures, which will 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, they establish the minimum requirements, which should be followed to address accountability relating to the management of school generated funds.

About The Procedures

- Although each section is divided by tab, the information presented in a particular section is not exclusive and should not be read in isolation from another section
- These Procedures do not supersede Board policies currently in place
- It is expected that this document will be updated on a periodic basis to reflect changes as required.



INTRODUCTION

Committee Membership

School Generated Funds Committee Membership

Linda O' Grady, Elementary Principal

Mary Scime, Elementary Principal

Sharon Stephanian, Secondary Principal

John Deven, Secondary Principal

Marilyn Bratkovich, Secondary Office Administrator

Mary Berzaitis, Elementary Office Administrator

Irene Polidori, Manager of Finance

Jean Lewis Knight, School Councils

Lee Gowers, Home and School Association

John Laverty, Superintendent of Education

Lucy Veerman, Manager of Budget (Chair)

The meetings were also attended by the following as departmental resources to the process:

Jan Kielt, Accounting Supervisor

Casey Denton, Senior Financial Analyst

Mike Newman, Budget Analyst

Diane Rankine, School Budget / Fund Support

Val Jas, Computer Services, Training and Support Coordinator

Ana Misiti, President, OSSTF, Office Clerical and Technical Unit



SOURCES AND USES OF SCHOOL GENERATED FUNDS

Background

Funds are generated in schools from a number of different sources and used in a number of different ways. These Procedures apply to all funds that are received, raised, or collected in the name of the school or school activity. These funds are under the direction and control of the school Principal. Generally this will mean all funds available to the school, other than funds provided by the approved budget of the Board.

Objectives

- To identify and categorize the sources of school generated funds to which these Procedures apply
- To outline generally acceptable uses of these funds and some unacceptable uses of these funds.



SOURCES AND USES OF SCHOOL GENERATED FUNDS

Specifics

Section Two

Categories of School Generated Funds

- 1 School generated fees for services, specialty courses, athletics, etc.** In this category, generally at the secondary level, the school collects a fee at the beginning of the school year to cover the costs related to such things as use of lockers, purchase of yearbooks, upgrading course materials, or for the use of sports equipment and facilities, etc. Often these are referred to as student activity fees. In some cases, these fees may be reimbursed, such as book deposits or sports uniforms.
- 2 School generated fund raising for charities and/or specific events/initiatives.** In this category, schools hold special fund raising drives to either assist a local or well known charity (such as the Terry Fox Run) or to provide funds to support a specific event in the school, such as an excursion, or to support a specific initiative in the school such as the purchase of computers. In this category, the staff in the school organizes and runs the fund raising activity without the involvement of the local School Council.
- 3 School Council/Student generated/School generated fund raising for charities and/or specific events/initiatives/activities.** In this category, funds are raised for the same purposes as in #2 above, however, the direct involvement of the local School Council and/or the parent community is evident or is done on behalf of and with the Student Council and/or the parent community. This category is identified separately since School Council and student involvement in expenditure decisions and disbursements is preferred when funds are raised jointly.
- 4 Funds raised through a Board wide initiative.** In this category, funds are raised through Board wide initiatives such as a beverage vending contract.



SOURCES AND USES OF SCHOOL GENERATED FUNDS

Specifics

5 Funds raised through local school initiatives. In this category, where approved by the Board, schools raise funds from such things as cafeteria services, snack vending machines, coffee machines, etc. Any profits generated are retained at the school. Any contracts entered into must conform with Board purchasing policy (refer to Section 12).

6 Funds donated to schools. This category deals strictly with donations made to a particular school either for a specific purpose or for general use. Such donations may be eligible for a charitable donation tax receipt (refer to Section 10).

Other examples of school generated funds include:

- Pizza days, hot dog days, bake sales, etc.
- Chocolate bar campaigns
- 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 clothing sales (e.g. gym uniforms) and school memorabilia
- School picture rebates
- Excursion fees
- Book (non-textbook) and magazine sales
- Special school luncheons
- Public transit tickets
- Games of chance (lotteries, raffles, bingos, nevasdas, etc.)



SOURCES AND USES OF SCHOOL GENERATED FUNDS

Specifics

Acceptable and unacceptable uses of school generated funds:

- All purchases made using school generated funds must comply with board policy and procedures
- Funds raised for a specific purpose should 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 activity separately
- If the activity is of an ongoing nature (like 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 activities
- Refunds should be considered where large surpluses remain in one-time activities
- Deficits for any activity 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 as per category 3 above, may require School Council/Student input.



SOURCES AND USES OF SCHOOL GENERATED FUNDS

Specifics

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

- Goods or services from employees, where such purchase would contravene *Section 217 of the Education Act*
- Mileage reimbursements to employees. (Note: Gas reimbursements to employees are acceptable)
- Monetary payments to employees (including honorariums) for services
- Investments other than those permitted by the Board and *Regulation 471/97 of the Education Act (Eligible Investments)*.

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.



ACCOUNTABILITY – ROLES AND RESPONSIBILITIES

Background

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.

Objectives

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

Specifics

Roles & Responsibilities of the Superintendent of Business or designate:

- Establish Procedures for school generated funds
- Provide training to staff on the appropriate application of the Procedures
- Receive and maintain a central file of financial reports as indicated in the Financial Reporting section
- Ensure that schools have suitable accounting systems and/or technology available for administering the school generated funds.



ACCOUNTABILITY – ROLES AND RESPONSIBILITIES

Specifics

Section Three

Roles & Responsibilities of the Superintendent of Education:

- Reinforce to Principals the need to adhere to Board policy and procedures
- Verify that schools are complying with the reporting requirements of the Procedures for School Generated Funds (particularly Section 4 and 5)
- Report to the Superintendent of Business or designate:
 - if funds are lost or stolen
 - any misuse of funds
 - failure to follow any policy or procedures.

Roles & Responsibilities of the Principal:

- Ensure that the Procedures for School Generated Funds are implemented in compliance with Board Policy and/or Administrative Memorandum
- Act as one of the approved signing officers on the school bank account
- Communicate responsibilities for receipts, disbursements, banking, and record keeping with the Office Administrator. The principal can delegate some of these duties to another staff position.
- 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 their own bank account or any other account



ACCOUNTABILITY – ROLES AND RESPONSIBILITIES

Specifics

- Communicate responsibilities to staff members
- Ensure that there is a teacher advisor for each club or class involved with financial transactions
- Review, initial and date the monthly bank reconciliation
- Review records periodically
- Review, sign and date the financial reports submitted to the Board office
- Distribute and/or make available the financial reports as outlined in the section on Financial Reporting
- Notify the Superintendent of Education and the Superintendent of Business 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 other than those identified in Section Twelve
- Ensure that the School Council Chair is aware of and understands their roles and responsibilities
- Provide regular information to the School Council regarding their receipts and disbursements recorded in the school bank account.



ACCOUNTABILITY – ROLES AND RESPONSIBILITIES

Specifics

Section Three

Roles & Responsibilities of the Office Administrator:

- Implement the Procedures 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 ensuring that all requests for payments are properly supported and 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 procedures outlined in this manual
- Prepare financial reports and submit to Principal for review
- Assist during the financial reviews
- Participate in board sponsored training relating to school generated funds
- With the approval of the principal, delegate some of these duties to another staff position.



ACCOUNTABILITY – ROLES AND RESPONSIBILITIES

Specifics

Roles & Responsibilities of Staff Members Directly Involved With School Generated Funds:

- Collect money from students or other sources as applicable
- Count money collected and record amount and intended use on the Funds Received Form as indicated in the section on Banking, Receipts and Disbursements
- Ensure funds collected are delivered to the Office Administrator on a timely basis
- Ensure that invoices have the appropriate approval and are delivered to the Office Administrator for payment
- Ensure details of financial activity related to their class or club are recorded correctly
- Ensure that funds received are disbursed as per the intent of the funds raised or collected
- Request and review transaction reports on a regular basis and advise the Office Administrator of any discrepancy.



ACCOUNTABILITY – ROLES AND RESPONSIBILITIES

Specifics

Section Three

Roles & Responsibilities of School Council Chair:

- Ensure that fundraising activities involving the students and/or the School Council are in compliance with Board policies 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
- Review, sign and date the annual School Council financial reports
- Distribute and/or make available the annual School Council financial reports as indicated in the section on School Councils
- School Council funds shall be included as part of the school bank account. School Councils should not maintain a separate bank account.
- Attend board sponsored training relating to school generated funds
- Ensure the Treasurer understands their responsibility for receipts, disbursements, and record keeping
- Work with the Principal to ensure that processes are in place 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
- Review the financial records of the School Council periodically
- Ensure that the Treasurer presents the financial report at School Council meetings
- Ensure that all records and financial reports are available for review at the school as indicated in the section on School Councils.



BANKING/RECEIPTS/DISBURSEMENTS

Background

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.

Objective:

To simplify banking practices while:

- Ensuring security of funds
- Protecting those responsible for handling the money
- Maintaining adequate records.



BANKING/RECEIPTS/DISBURSEMENTS

Specifics

Section Four

The following practices represent the minimum procedures recognizing the balance between limited staffing and the need to meet basic security and reporting requirements.

Establishing a Bank Account

- The school should have only one “school generated funds” bank account
- Where schools participate in Lotteries and Games of Chance, a second separate bank account must be maintained
- The bank account shall be in the name of the school
- Cheques for the school bank account should be pre-numbered
- The account must require two signatures on all cheques
- It is acceptable to have up to four signing officers. The Principal must be one of the four.
- The bank account established should be such that statements are issued on a monthly basis along with returned cheques. If cheques are not returned with the bank statement, a cheque book that includes a carbon copy of all cheques written should be used.
- The bank statement should cut-off on the last day on the month.



BANKING/RECEIPTS/DISBURSEMENTS

Specifics

Receipts

- All money received at the school is to be stored on site in a designated locked and safe location, which has limited access
- All money collected is to be deposited intact to the bank account promptly. This means that expenditures are not paid from the cash collected. The total funds are deposited to the bank and a cheque written to pay for an expenditure.
- All staff collecting money should complete the attached “Funds Received Form” and forward both to the Office Administrator in the school office
- Where possible, money should be counted in the presence of two individuals
- When the funds have been counted and prepared for deposit by the Office Administrator, a copy of the “Funds Received Form”, indicating the actual money count is returned to the staff member originally submitting the funds
- You may use the same procedure for receipting funds received directly from individuals or groups not employed by the Board
- The forms must be filed with the school copy of the bank duplicate deposit form.



BANKING/RECEIPTS/DISBURSEMENTS

Specifics

Section Four

Disbursements

- All disbursements should be recorded promptly
- All payments should be made by cheque
- A school may have a cash box with a small amount of cash for emergency cash payments. The cash box must be located in a secure, locked location with limited access. The maximum amount that should be maintained in a cash box is \$300 for Elementary Schools and \$500 for Secondary Schools.
- Pre-signing of cheques is not acceptable. Signature stamps are not acceptable.
- Payments should only be made upon the presentation of original invoices, receipts or other appropriate/proper supporting documentation approved by the Principal
- When a cheque is issued, the invoice must be marked paid and the cheque number and date recorded on the original documentation. Payments should not be made from company statements.
- Cheques made payable to cash or payments in advance to employees are not acceptable
- Reimbursements to staff for individual items in excess of \$5,000 must be approved by his/her immediate supervisor
- Using the number control feature, all cheques should be accounted for. Voided cheques should be retained.
- Unused cheques should be stored in a designated, secure location in order to prevent loss or theft.



BANKING/RECEIPTS/DISBURSEMENTS

Specifics

Investments

Where a school has excess funds, they may be invested in the name of the school as permitted by *Reg. 471/97 of the Education Act* (Eligible Investments). These funds should be invested on a short term basis.

Bank Reconciliation

- Monthly bank reconciliations must be completed
- Cheques not cashed within twelve months are stale-dated and should be reversed in your records
- The Principal shall review the monthly bank reconciliation, sign it and retain on file
- Refer to the Quicken Manual for the process to be used to reconcile your bank account.



BANKING/RECEIPTS/DISBURSEMENTS

Specifics

Section Four

Records Retention

- All original documents, including paid invoices, cancelled cheques, bank statements, support for deposits and bank reconciliations shall be retained for seven years. It is recommended that the records of each year be boxed, labeled and stored in the school.
- Refer to the Quicken Manual for the monthly File Retention form.

Caution:

Deviation from the above procedures will leave the school vulnerable to potential problems. The need to have procedures in place is often not recognized until something goes wrong. The goal is to have controls that ensure money is 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 administrators support and follow the established procedures.



School Generated Funds Funds Received Form

School Name: _____

To be completed by the Individual Collecting Funds

Amount of Funds:
(see reverse)

Source and Purpose of Funds:

(e.g. car wash for grade 8 trip)

Name:

Signature:

Date:

To be completed by Office Administrator

Actual Funds Counted:

Difference:

Counted by: _____ Date: _____

Retain original and forward a copy to the individual who submitted the funds.



School Generated Funds Funds Received Form

Coin		=	_____
_____	X 1.00	=	_____
_____	X 2.00	=	_____
_____	X 5.00	=	_____
_____	X 10.00	=	_____
_____	X 20.00	=	_____
_____	X 50.00	=	_____
_____	X 100.00	=	_____
Total Cash			_____ (A)

Cheques

<u>Payee</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Cheques	_____ (B)
Total (A + B)	_____



Cheque Requisition Form

School Name: _____

Date: _____

Please issue a cheque to:

Name: _____

Address: _____

Reason for payment: _____

Category & Class Description:

Amount:

Cheque Total

--

Cheque Number

PLEASE ATTACH ORIGINAL RECEIPTS TO THIS FORM.

Signature of Requisitioner

Signature of Principal



FINANCIAL REPORTING

Background

A substantial amount of money is generated in schools for the benefit of students. The Principal is accountable for the money to both the school community and the Board. Financial reporting demonstrates accountability and, at the same time, provides information for decision-making needed by the school community and the Board.

Objective

To provide a format for financial reporting including:

- Who will be responsible for preparing the reports
- What will be included in the reports
- The fiscal period that will be covered
- The reports that are required
- When they will be distributed
- To whom they will be distributed.



FINANCIAL REPORTING

Specifics

Section Five

- The financial reports shall be prepared under the direction of the Principal
- The reports shall encompass all money 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 August 1 to July 31
- The Principal shall review, sign and date all reports
- The reports shall be available for the public to review
- The reports shall be kept with the records for school generated funds for seven years.



FINANCIAL REPORTING

Reports

Section Five

The financial position and yearly reporting for school generated funds should be communicated to the students, the parents of the students, the School Council, the school community, Executive Council, and the Board. In addition, all school boards in Ontario must include information regarding school generated funds to the Ministry as part of the Board's yearly financial statements.

The schools must complete the following reports:

- Plan For School Generated Funds
- School Generated Funds Summary (SGF Summary)*
- Balance Sheet*
- Bank Reconciliation

* Preset templates are included in the Quicken Program to facilitate the preparation of these reports.

Plan For School Generated Funds

The purpose of this report is to identify all funds planned to be generated for the year in the name of or under the auspices of the school regardless of its source or use. This would include planned fundraisers from groups such as the School Council, Home and School Association, and other parent and student groups. This report should be part of the School Improvement Plan process and reviewed with the appropriate Superintendent of Education prior to the end of December. The principal has flexibility to modify this plan during the year in order to meet the needs of the school. A copy of this report should be kept in the school and used in conjunction with the review of the monthly and annual financial reports. It is recommended that this report be communicated to the school community.



FINANCIAL REPORTING

Reports

Section Five

The Plan For School Generated Funds should include the following:

- All sources of revenue planned to be generated during the year
- The time period during which they will be generated
- The person responsible for the generation of the funds
- The anticipated proceeds
- The anticipated expenses
- The anticipated net proceeds
- The purpose for which the net proceeds will be used.

SGF Summary

The SGF Summary report should be prepared for the period starting August 1 and ending at the end of each month. The SGF Summary report will show the income and expenses by category.

The Principal should review this report on a monthly basis.

Balance Sheet

The Balance Sheet should be prepared at the end of each month. The Balance Sheet shows the bank account and investments for the school as assets. The offsetting balance is shown as liabilities and equity. The totals of the assets and liabilities and equity should be the same.

The Principal should review this report on a monthly basis.



FINANCIAL REPORTING

Reports

Section Five

Bank Reconciliations

A bank reconciliation should be prepared at the end of each month. The Principal should review the Bank Reconciliation Report along with the related bank statement, returned cheques and other items. Any questionable items should be investigated.

Submission of Reports

A copy of the Balance Sheet, SGF Summary, and Bank Reconciliation must be filed with the Superintendent of Business by the following due dates:

- December 15 (based on October 31st bank statement)
- March 15 (based on January 31st bank statement)
- June 15 (based on April 30th bank statement)
- September 15 (based on July 31st bank statement)



QUICKEN 2002

Board Approved Category List

BF – BALANCE FORWARD

CATEGORY	DEFINITION	EXAMPLES
	Balance forward from previous year	Opening Balance Splits

D – DEPOSITS

CATEGORY	DEFINITION	EXAMPLES
S – STUDENT	Funds received from students, other than for trips	Student activity fees, sports team fees, agendas, uniforms, yearbooks, textbook deposit, material fees to supplement a course, graduation fees
T – TRIPS	Funds received for school trips	Money collected to cover bus costs, admission fees, all costs related to a trip
F – FUNDRAISING	Funds received from products sold or activities held with the intent of generating a profit	Chocolate bar sales, pizza days, Entertainment Books, Spring Fling, Book Fair, Walk-a-thon, bank interest, Scholastic Books, school dances
C – CHARITIES	Money raised by the students in support of an external charity	Terry Fox Run, Jump Rope for Heart, MS Read-a-thon
O – OTHER	Funds generated from sources other than students	Nutrition Program donations and other community donations, Board Initiatives such as vending machines, athletic subsidy cheque, cafeteria revenue, Grassroots, school stores
I – IN/OUT	Deposits not related to school generated funds	Replenishing school petty cash, Foundation cheque, collection for Teachers' social fund, water/coffee fund and replenishing student bursaries
X – TRANSFERS	Transfer of funds from another class – Must be offset by PX Transfer	Deposit profit from school fundraising initiatives transferred to appropriate class (e.g. chocolate bar sales to Girls PE)



QUICKEN 2002

Board Approved Category List

P – PAYMENTS

CATEGORY	DEFINITION	EXAMPLES
S – STUDENT	Payments made relating to student activities, other than trips	Student activity fees, sports team fees, agendas, uniforms, yearbooks, textbook deposit, material fees to supplement a course, graduation fees
T – TRIPS	Payments made relating to a school trip	Bus costs, admission fees, all costs related to a trip
F – FUNDRAISING	Payments made for products sold or activities held with the intent of generating a profit	Payment for chocolate bars, Entertainment books, prizes, treats or supplies to run the event, Scholastic Books, school dances, bank fees
C – CHARITIES	Money raised by the students in support of an external charity	Donations to Terry Fox Run, Heart & Stroke Foundation, payment for prizes or treats to run the event
O – OTHER	Miscellaneous payments not included in another category	Payments for nutrition program items, items purchased to sell at school stores
I – IN/OUT	Payments not related to school generated funds	Board petty cash purchases, Board's Foundation, Teachers' social fund expenses, water for water fund, bursaries
X – TRANSFERS	Transfer of funds from another class – Must be offset by a DX Transfer	Payment of profit from school fundraising initiative to appropriate class. (e.g. chocolate bar sales to Girls PE)

SGF Summary - LOC# School Name

8/1/04 Through 7/31/05 (in Canadian Dollars)

11/30/04

Page 1

<u>Category Description</u>	<u>8/1/04- 7/31/05</u>
INCOME	
Balance Forward	30,000.00
Charities	7,000.00
Fundraising	901.00
In/Out	1,206.00
Other	250.00
Student Activities	680.00
Trips	8,750.00
Transfers between classes	100.00
TOTAL INCOME	<u>48,887.00</u>
EXPENSES	
Charities	7,000.00
Fundraising	125.00
In/Out	1,296.00
Student Activities	1,100.00
Trips	6,000.00
Transfers between Classes	100.00
TOTAL EXPENSES	<u>15,621.00</u>
OVERALL TOTAL	<u>33,266.00</u>

Sample

Balance Sheet - LOC# School Name

As of 7/31/05 (in Canadian Dollars)

11/30/04

Page 1

Account	7/31/05 Balance
ASSETS	
Cash and Bank Accounts	
Bingo	0.00
Chequing Account	23,216.00
Investments	10,000.00
Nevada	50.00
TOTAL Cash and Bank Accounts	33,266.00
TOTAL ASSETS	33,266.00
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	33,266.00
TOTAL LIABILITIES & EQUITY	33,266.00

Sample



ACCOUNTING SYSTEMS

Background

A basic accounting software package will simplify recordkeeping. All recording and reporting of school generated funds should be computerized. Quicken software is recommended by the Board for use in the schools.

Objective

To identify the minimum information to be recorded while:

- Safeguarding the money
- Protecting those responsible for handling the money
- Maintaining a thorough set of records regarding the receipt and disbursement of money.



ACCOUNTING SYSTEMS

Specifics

Section Six

Revenue and Expenditure Records:

- All revenues and expenditures must be recorded promptly
- For money received, the following information is required:
 - Date received
 - Amount collected
 - Purpose of funds and category description
 - Name and signature of person from whom money is received
 - Date deposited
- For payments made, the following information is required:
 - Date cheque issued
 - Amount of cheque
 - Name of payee
 - Reason issued.



ACCOUNTING SYSTEMS

Accounting Systems

NOTE: All funds are to be deposited intact. This means that expenditures are not paid from cash collected. The total funds are deposited to the bank and a cheque written to pay for an expenditure.

The accounting system must track and report revenues and expenditures for each school activity. The accumulated balance of all school activities should equal the bank balance.

The Principal should review the revenue and expenditure records periodically.

Caution:

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 on for review purposes. The controls are only as good as their enforcement. It is important that school administrators support and follow the established practices.

Ensure that records are backed up on a regular basis.



SCHOOL FINANCIAL REVIEW

Background

The board's external auditors conducts yearly financial reviews of school generated funds for a number of schools in the board. Usually this occurs on a cyclical basis, so that each school is reviewed periodically.

Objective

To provide:

- A description of a financial review of school generated funds.



SCHOOL FINANCIAL REVIEW

Specifics

Section Seven

Description of a Financial Review

1 Purpose

A financial review is an independent assessment of specific activities, which is used to assist management in the assessment of the organization's plans; ensure that policies and procedures are observed; and assets, liabilities, revenues, and expenses are properly accounted for and reported on a timely basis. The review usually consists of analysis and recommendations regarding the specific activities.

2 Scope

The scope of the financial review includes:

- Review and assess the adequacy and application of financial and other operating controls
- Review compliance with Board Policies as they relate to school generated funds
- Evaluate the timeliness and accuracy of the school's records and reports
- Ensure that school generated funds are properly accounted for and safeguarded from loss
- For comparative purposes, reviews can cover fund raising activities and reporting for a two-year period (the previous two fiscal years).



SCHOOL FINANCIAL REVIEW

Specifics

3 Involvement of School Staff

The Superintendent of Education, Principal, Office Administrator, and other school staff, can be called upon to provide information and records, and to clarify such information. It is expected that full cooperation will be given in order to complete the review. The reviewer should take into account time pressures on school based staff when making requests for records and should not unduly interfere with school operations.

The Principal is responsible for adequate record keeping and the reporting of fundraising and expenditure activities. Hence, it is expected that the Principal will provide access to all records.

4 Review

The review will consist of the following elements:

- A meeting with School Principal and Office Administrator
- Gathering of relevant records from the school, banking institutions, as necessary
- Review of records
- Preparation of a draft report and meeting with the Principal to discuss and review findings. This meeting will give the reviewer the opportunity to informally discuss findings and to give the Principal the opportunity to identify any errors or omissions in the draft report
- Preparation of the final report incorporating any comments/responses from the Principal.

5 Reporting

Following completion of the review, the final report is submitted to the Superintendent of Business and a copy to the Superintendent of Education.



GOODS AND SERVICES TAX

Background

Administration of the GST pertaining to school generated funds represents an administrative challenge. The issues surrounding GST are complex and, as such, any general rules or administrative procedures that are developed can always be challenged given the specifics of the situation and the fact that GST Regulations are subject to change. However, there is still a need to standardize the approach to GST at the school level.

The Business department is currently reviewing the approach that the Board will use to record and report GST. As soon as this process is finalized, information will be forward to the schools.



PROVINCIAL SALES TAX EXEMPTIONS

Background

Most tax issues related to school generated funds deal with the federal Goods and Services Tax (GST). There are, however, some Provincial Sales Tax (PST) issues that schools should be aware of. The PST in Ontario is sometimes referred to as the Ontario Retail Sales Tax (ORST).

Objective

To simplify any matters related to PST that may arise at the school level by:

- Providing an understanding of what major items are PST exempt
- Outlining the process to be followed if a vendor charges PST on an exempt item, or is considering charging PST on such an item.

Specifics

There are tax exemptions in Ontario for certain books and other publications for use by the general public. In addition, these tax exemptions are broadened for specific purchasers, such as educational institutions.



PROVINCIAL SALES TAX EXEMPTIONS

Specifics

General Exemptions

The following major items are PST exempt:

- Books that are printed and bound, that are published solely for educational, technical, cultural or literary purposes, and that contain no advertising
- Magazines purchased by subscription
- Newspapers purchased in any manner, whether by subscription, single issue or given away free. Newspapers supplied in microfilm and microfiche format are taxable.
- Printed newsletters and bulletins of a non-promotional nature that contain no advertising.

Expanded Exemptions (for educational institutions)

In addition to the above list, the following items are also PST exempt:

- Films, filmstrips, audiotapes (including talking books), audio discs, videotapes and video discs of an educational nature, and not for commercial exhibition for profit. Blank tapes and discs are taxable, even though they may be acquired for the purpose of transferring educational material on to them.
- Yearbooks that do not contain paid advertising. Student agendas and student calendars are taxable.



PROVINCIAL SALES TAX EXEMPTIONS

Specifics

Purchase Exemption Certificate

Exempt books, magazines and newspapers under the general exemptions above may be purchased PST exempt, without the use of a Purchase Exemption Certificate (PEC). However, items under the expanded exemptions above must be purchased with a PEC.

When buying an item under the general exemptions, notify the vendor that the purchase is exempt from PST. In this case, the vendor may request a PEC. If so, contact the Purchasing Department for a copy of a completed PEC. When buying an item under the expanded exemptions, the PEC must be sent to the vendor and a copy kept on file.



PROVINCIAL SALES TAX EXEMPTIONS

Specifics

Caution

Every person who makes a false statement on a Purchase Exemption Certificate or misuses the certificate is liable, if convicted, to a fine of not less than \$1,000 and an amount of not more than double the amount of the tax that should have been paid, or that was evaded, or to imprisonment for a term of not more than two years, or to both.

IMPORTANT

The person buying the goods or taxable service for which an exemption is claimed must provide a copy of the PEC to the supplier.

The supplier is to keep this form as stated in the ORST regulations. This certificate is valid for four years if the box beside the word "blanket" at the top of the form is checked.



CHARITABLE DONATIONS

Background

The Canadian tax system encourages taxpayers to support the activities of registered charities by allowing a tax credit to be claimed by a donor. The Hamilton-Wentworth District School Board Foundation is a registered charitable organization and accepts donations on behalf of the Board and its schools.

Objective

To describe:

- the types of donations that qualify for tax receipts
- the types of donations that do not qualify for tax receipts
- a process for issuing tax receipts.



CHARITABLE DONATIONS

Specifics

Section Ten

A charitable donation is a voluntary transfer of property or cash without valuable consideration being received by the donor.

A donation is made when **all three** of the following conditions are met:

- Property or cash is transferred by a donor to the Foundation. (Cheques should be made payable to The Hamilton-Wentworth District School Board Foundation). **Note:** Contribution of services (e.g. times, skills, effort) does not qualify. There is nothing to prohibit the school from paying for services and later, the Foundation accepting all or a portion of the payment back as a cash donation, provided that it is returned voluntarily.
- The donation is voluntary
- The donation is made without expectation of a return. No valuable consideration (no benefit of any kind) to the donor or to anyone designated by the donor may result from the donation.

Donations made to the Foundation can be subject to general direction (e.g. to the benefit of a specific school) but cannot be directed to the benefit of a specific individual.

Gifts in Kind

A gift in kind is a donation other than cash. It does not include a gift of services. Examples, which would qualify, are computer equipment, books, furniture etc.

The date of donation is the date that the donor transfers legal ownership to the Board. This may not be the date of physical delivery since an object may be on loan to the Board before the date of donation.



CHARITABLE DONATIONS

Specifics

For donations of “gifts in kind”, the HWDSB Foundation may issue a receipt stating the fair market value of the donation once the object has been appraised.

Although fair market value is not defined in the Income Tax Act, the generally accepted meaning is the highest price, expressed in terms of money, that the property would bring in an open and unrestricted market between a willing buyer and a willing seller, who are both 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.

Property of little value will not qualify as a “gift in kind”. Used clothing would be an example of a non-qualifying donation.

Alternatively, there is nothing to prohibit the school from paying for the item and later accepting all or a portion of the payment back as a cash donation provided that it is returned voluntarily.

Inducements

The general rule that no benefit of any kind may be made available to the donor does not include items of little or no value. For example, the school may wish to give the donor a small token as a gesture of appreciation. These items (e.g., a single flower, a pamphlet, a plastic pin, tag, envelope seals) have no resale value, and accordingly, such inducements are to be ignored; they do not disqualify the donation. However, an amount paid for chocolate bars, cookies, etc., is not a gift.



CHARITABLE DONATIONS

Specifics

Section Ten

Receipts

There are no regulations requiring the issuance of official donation receipts within a particular time frame, however all receipts are to be issued by the last day of February following the calendar year when the donation was made.

The more important date is the date of the donation. Donations received after the end of the calendar year may not be added to the prior year's donations unless the donation was postmarked in the previous year.

Receipts issued will be mailed directly to the donor. Receipts will be issued for donations that are equal to or exceed \$10.00.

Caution

Schools, School Councils or other bodies affiliated with the school, including non-incorporated entities, should neither have nor obtain Charitable Registration Status with Canada Revenue Agency.

Before indicating that a tax receipt will be issued, the Principal must contact the board office to assess whether the activity qualifies for charitable donation receipts.



LOTTERIES AND GAMES OF CHANCE

Background

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 in Ontario. Municipalities issue licenses for the smaller lotteries and games of chance in which schools may be involved.

Objective

To provide information for schools and School Councils so that they can readily comply 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.



LOTTERIES AND GAMES OF CHANCE

Specifics

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 \$2.00, raffles not exceeding \$500, and bingo events up to \$500.

If a school is involved in events that exceed 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 on the Internet at <http://agco.on.ca/en/c.gaming/c.gaming.html>.

Application Process

Contact your local municipality, explain the type of activity you are contemplating 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 revenues and expenses. A single trust account may be used for multiple licenses however, separate financial information must be reported for each license.



LOTTERIES AND GAMES OF CHANCE

Specifics

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 the 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.



ENTERING INTO CONTRACTS

Background

Recommendations of the School Generated Funds Committee to Executive Council

Recommendations:

- That the board develops protocol/procedures that clearly identifies the nature and type of contracts that schools can enter into
- Identify the issues that schools must consider before entering into contracts
- Develop a list of preferred vendors that schools can use when contracting for services at the school level
- Pending review of the nature and type of contracts that schools can enter into, current practices/procedures continue at the schools.

Rationale

This will establish the parameters regarding the dollar amount and duration on contracts into which schools can enter into; minimize the board's legal/financial liability; and facilitate the contracting of services at the school level and ensure that all vendors meet HWDSB criteria.

As soon as the procedures are established, information will be forwarded to the schools.



SCHOOL COUNCIL

Background

Section Thirteen

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. The Principal is ultimately responsible for activities related to the school and therefore is also responsible for School Council activities.

Objective

To clarify:

- Ownership of School Council funds
- Banking procedures
- Financial reporting requirements
- Record retention



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. The full document can be viewed at <http://www.edu.gov.on.ca/eng/general/elemsec/council/>.

The Administrative Memorandum: Procedures For School Generated Funds addresses the recording and reporting of school generated funds. It is not intended to replace the decision making process that currently exists at the school regarding the generation and/or expenditure of funds. School Councils can continue to raise funds and make decisions about the use of these funds in the same way as before. On April 22, 2004, the Assistant Deputy Minister, Business and Finance Division from the Ministry of Education sent a memorandum to school boards clarifying this issue. A copy of this memorandum is included at the end of this section.

All fundraising activities and expenditures must be conducted in accordance with Board policies. Particular attention needs to be paid to policies on purchasing, conflicts of interest and other similar policies. This is clearly stated in *Regulation 612, section 22*. Information relating to the purpose of the fundraising activity and expenditures incurred from the proceeds should be clearly communicated to the parents.



SCHOOL COUNCIL

Specifics

Section Thirteen

Banking Procedures

School Councils should not have a separate bank account. All deposits and disbursements should flow through the school bank account. The School Council Chair (or designate) will have the option of being a signing officer on the school bank account. The School Council Chair (or designate) will have the option of signing all cheques that will be charged to School Council expenditures. Any expenditure of School Council money requires the approval of the School Council.

To facilitate the payment 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 these Procedures dealing with Banking/Receipts/Disbursements also applies to School Council funds. For the security of the funds and to protect anyone handling money raised through School Council activities, all money needs to be counted and kept in the school for prompt deposit to the bank account.



SCHOOL COUNCIL

Specifics

Section Thirteen

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. The school is responsible for ensuring that this information is shared with the School Council on a regular basis. Sample of reports (School Council Transactions and School Council Summary) that will be shared with School Councils are included at the end of this section.

Regulation 612, section 24, School Councils states “every school council shall annually submit a written report on its activities to the Principal of the school and to the board”. It further states, “If the School Council engages in fundraising activities, the annual report shall include a report on those activities.” The School Council may wish to use the School Council Summary report noted above, to meet the reporting requirement. It should be noted in the School Council meeting minutes that this report has been received and approved.

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.

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.” It goes on to state “ (2) The minutes and records shall be available at the school for examination without charge by any person.” “(3) Subsections (1) and (2) do not apply to minutes and records that are more than four years old.”

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2004:B4

MEMORANDUM TO: Directors of Education
Secretaries of School Authorities

FROM: Kevin Kobus
Assistant Deputy Minister
Business and Finance Division

DATE: April 22, 2004

SUBJECT: Reporting of School Funds

The purpose of this memorandum is to provide you with additional information that you may wish to share with your school councils and local communities about the implementation of PSAB accounting standards for school boards in Ontario.

As you know, the ministry issued a memorandum on March 24, 2004, informing boards that, effective with their 2003-04 financial statements, they will be required to adopt Public Sector Accounting Board (PSAB) recommendations for local governments as their financial reporting standard. This will bring their financial reporting into line with the provincial government, municipalities and the private sector in the use of generally accepted accounting principles (GAAP). The Ontario government uses PSAB for financial reporting and Ontario municipalities have been doing the same since 2000.

Moving to these new accounting standards will give a broader and more accurate picture of the financial affairs of school boards, increase public confidence in the management of those affairs and respond to questions about the appropriateness of current accounting practices. The change will also mean that boards will receive unqualified audit opinions on their financial statements, which will let them continue to borrow money at attractive rates. Without PSAB, boards would have received "qualified" audit reports and this would have resulted in reductions in their credit ratings.

As part of the move to the recognized accounting standard, school boards will be required to include in their financial statements the revenue, expenditures, assets and liabilities of all the organizations considered to be part of the "reporting entity." This requirement is part of the reporting standard set by the accounting profession. Whether or not the organization needs to be included depends on the degree of control exercised over it by the school board, and this will be determined by each individual board in consultation with its auditor.

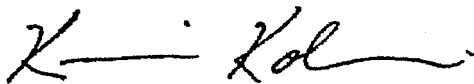
School councils are established under the authority of the Education Act. Section 22 of Ontario Regulation 612/00 provides for school councils to engage in fundraising activities, but requires that the activities be conducted, and the funds be used, in accordance with any applicable policies established by the board. Section 24 requires that the school council prepare and submit to the board an annual report on its activities, including fundraising activities.

School councils and local communities should know that the inclusion of school fund information in a board's financial statements will in no way alter the existing control and management of school-generated funds and activities. Nor will it alter a school's ability to use the funds for the purposes for which they were raised. School councils will still be able to raise funds and make decisions about the use of those funds in the same way as before.

The reporting of school funds in a board's financial statements will not affect the total amounts allocated by the province to school boards or the amount allocated by the province to any individual school board. Summary information on school funds will be presented at the board level. School fund information will not be reported in the financial statements on a school-by-school basis.

In the development of this initiative, school boards indicated that they needed more time to implement the required systems and procedures to allow them to include school fund information in their financial statements. They needed to work with their schools and school councils on creating appropriate reporting structures and making sure that the right training was in place. Acknowledging this, the ministry has given school boards a one-year delay to 2004-05 for the reporting of school funds and their inclusion in the boards' financial statements. The boards will have to prepare their 2003-04 financial statements under PSAB, but they will not be required to include school funds. Boards will need to start working with their schools and school councils as early as possible to gather the information they will need for their 2004-05 financial statements and to develop reporting processes and strategies for future years.

I encourage you to share this information with your school councils and your local communities to assure them that their fundraising efforts will not be affected by the upcoming changes in financial statement reporting practices, and will continue to benefit their children in their school community directly and, by extension, across Ontario.



Kevin Kobus
Assistant Deputy Minister
Business & Finance Division

cc. Superintendents of Business

School Council Transactions LOC#

8/1/04 Through 7/31/05 (in Canadian Dollars)

11/30/04

Page 1

Date	Account	Num	Description	Memo	Amount
School Council					
8/1/04	Chequing...	S	Balance Forward		2,000.00
TOTAL School Council					2,000.00
School Council - Craft Sale					
11/5/04	Chequing...	17	Pat's Party Rentals	sign rental	-57.50
11/8/04	Chequing...	DEP	Craft Sale	weekend sales	1,945.00
11/8/04	Chequing...	21	Prince Bookstores	Library Books	-1,150.00
11/8/04	Chequing...	23	Hamilton Spectator	Advertising for Craft S...	-119.84
TOTAL School Council - Craft Sale					617.66
School Council - Entertainment Books					
11/1/04	Chequing...	DEP	Entertainment Books	Autumn Fundraiser	3,506.00
11/4/04	Chequing...	DEP	Entertainment Books	Autumn Fundraiser	866.00
11/8/04	Chequing...	15	Empire Music - Wish List	various instuments	-1,095.61
TOTAL School Council - Entertainment ...					3,276.39
School Council - Hot Dog Day					
11/8/04	Chequing...	18	Tim Hortons	timbits for lunches	-133.00
11/8/04	Chequing...	19	Schneider's Retail	weiners	-111.50
11/8/04	Chequing...	20	Wonder Bread	buns	-107.50
11/8/04	Chequing...	DEP	Hot Dog Day	lunch sales	650.00
TOTAL School Council - Hot Dog Day					298.00
School Council - Meetings					
11/4/04	Chequing...	16	Betty Boop	Oct. meeting refreshm...	-33.39
TOTAL School Council - Meetings					-33.39
School Council - Special Performance					
11/5/04	Chequing...	22	Motivational Media	Show on Bullying	-420.64
TOTAL School Council - Special Perfor...					-420.64
School Council - Terry Fox					
10/15/04	Chequing...	DEP	From School Council Terry Fox Run	Terry Fox Run	7,000.00
10/15/04	Chequing...	9	School Council Secretary	GST \$6.50;Prizes	-100.00
10/31/04	Chequing...	12	Canadian Cancer Society	Charitable donation	-6,900.00
TOTAL School Council - Terry Fox					0.00
School Council - Trips					
11/8/04	Chequing...	24	Laidlaw	Bus for Swim Meet	-120.00
TOTAL School Council - Trips					-120.00
OVERALL TOTAL					5,618.02

Sample

School Council Summary LOC #
8/1/04 Through 11/30/04 (in Canadian Dollars)

11/30/04

Page 1

<u>Category Description</u>	<u>8/1/04- 11/30/04</u>
INCOME	
Balance Forward	2,000.00
Charities	7,000.00
Fundraising	6,967.00
TOTAL INCOME	<u>15,967.00</u>
EXPENSES	
Charities	7,000.00
Fundraising	529.34
Other	33.39
Student Activities	2,786.25
TOTAL EXPENSES	<u>10,348.98</u>
OVERALL TOTAL	<u>5,618.02</u>

Sample



STUDENT GENERATED FUNDS

Background

Student groups including student council, clubs, athletics, etc., often perform fundraising activities. Keeping track of the money raised and spent is considered an educational experience for the students involved. A teacher advisor must supervise all student groups. Prior to the start of a fundraising activity, a plan detailing the specifics of the activity must be submitted and approved by the teacher advisor/principal. Student groups should prepare financial reports that show the results of their efforts.

Objective

To clarify:

- Ownership of student generated funds
- Banking arrangements for student generated funds
- Reporting requirements for student generated funds.



STUDENT GENERATED FUNDS

Specifics

- Student generated funds and any assets purchased with these funds belong to the Board
- Banking transactions for student generated funds should be integrated with the fundraising transactions in the school generated funds bank account
- The accounting system should be such that transactions related to the student generated funds activities could be reported separately
- The reports for the student generated funds should be the same as those set out in the section titled “Financial Reporting” but include just the transactions related to the student generated funds activities. These reports should be posted and available for review.

Note:

Nothing in this section precludes student groups 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 of the school.



HOME AND SCHOOL ASSOCIATIONS

Background

Home and School Associations exist as entities separate from District School Boards when they are constituted under the umbrella of the Ontario Federation of Home and School Associations. The proceeds from their activities are not a part of school generated funds.

Objective

To clarify the relationship between:

- Home and School Associations and District School Boards
- Fundraising by each of these entities.

Specifics

- Local associations are part of the Ontario Federation of Home and School Associations. The provincial association is a member of the Canadian Home and School Federation.
- Further information about these two federations can be found on the Internet at <http://cap.ic.gc.ca/chsptf> and <http://www.ofhsa.on.ca>.



CHANGES IN PRINCIPAL AND OFFICE ADMINISTRATOR

Background

Changes in Principals and Office Administrators at schools are frequent and should not impact on the day to day administration of school generated funds.

Objective

To ensure that when the Principal and/or Office Administrator changes, basic financial information is transferred to the new Principal and/or Office Administrator.

Specifics

The accompanying forms are to be completed by the exiting Principal and/or Office Administrator and a copy of the completed form is to be forwarded to the applicable Superintendent of Education. Where possible, it should be reviewed with the new Principal and/or Office Administrator in person.

The new Principal and/or Office Administrator, upon receipt of the completed document, is to verify its accuracy. Any discrepancies should be clearly outlined and forwarded to the applicable Superintendent of Education.

If discrepancies exist, a copy should also be forwarded to the Superintendent of Business or their designate by the Superintendent of Education.

The new Principal and/or Office Administrator should arrange for the signing authorities to be updated with the financial institution.



Changes in Principal and/or Office Administrator

School Name: _____ Date of Change: _____

Incoming: _____ (Please print full name)
 Outgoing: _____ (Please print full name)

SCHOOL BANKING ARRANGEMENTS

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

Bank Account Name	Bank Name and Address	Bank Account Number	Names of Signing Authorities	Bank Balance (1)

- Please be sure to attach:
- A copy of the most recent bank statement for each of the accounts listed above.
 - A copy of the most recent bank reconciliation for each of the accounts listed above.
 - (1) Bank balance on the date of change per school accounting system.



Changes in Principal and/or Office Administrator

CASH BOX: (from school generated funds)

Does the school operate a cash box?

Yes

No

If yes, record the amount transferred to the cash box.

Total Cash in cash box today

Add: Total Receipts on hand

TOTAL

The following represents a summary of all significant future commitments that have been entered into by the School or School Council.



Changes in Principal and/or Office Administrator

INVESTMENTS: (from school generated funds)

Does the school have any investments?

Yes

No

If yes, indicate the amount of the investments.

Financial Institution

Certificate Number

Date of Redemption



Changes in Principal and/or Office Administrator

SIGN OFF:

The information attached represents an accurate representation of the school finances
as at the following date: _____

Signature of Exiting Principal and/or Office Administrator

Forward a copy to Superintendent of Education.

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 of Incoming Principal and/or Office Administrator

Forward the original to Superintendent of Education.