

HIGHVIEW SCHOOL COUNCIL BYLAW
SCHOOL GENERATED FUNDS PROCEDURE

1. In order to comply with the HWDSB's School Generated Funds Procedure all students and parents wishing to organize events or activities where funds are generated will be asked to present to School Council before organizing the event.

This includes but is not limited the following:

- a) Funds raised and donations for charities eg. McMaster Children's Hospital
 - b) BBQ
 - c) Graduations/Graduation Tickets
 - d) Plant and Bake Sales / Chocolate Bar Sales
 - e) Walk-a-thons, Dance-a-thons, Skip-a-thons etc.
 - f) Admission to School Plays and Concerts
 - g) School Clothing Sales
 - h) Rebate on School Pictures / Yearbooks
 - i) Book Fairs
 - j) Lotteries
 - k) Monthly Fun Lunch Days
 - l) Sale of Milk Tickets and Program
 - m) School Store
 - n) Lollipops Sales
 - o) Jewellery Sales eg charms, bracelets etc.
 - p) Hockey Fundraisers
 - q) School Dances
 - r) McMillan Cookie Dough Fundraiser – Student Fund Account
2. Sub Committees branching off the School Council shall be formed to include a School Council Representative(s), the School Council Treasurer or delegate, and a Teacher Representative overseeing the event as per SGF Procedure pages 3.3, 14.1 and Ontario Ministry legislation 612. Any parent or community representative can be a member of a Sub Committee. You do not have to be a School Council representative in order to volunteer or sit on a Sub Committee. Events will be cancelled due to lack of volunteers to form a Sub Committee or run the event.

3.0 Operating Procedures

- 3.1 The purpose of events or activities shall be to raise funds to purchase program material and/or equipment to enhance student learning, graduations, dances, or charity donations. Funds may also be used to support extra-curricular activities and out-of-school trip excursions as approved by the Principal or delegate.
- 3.2 An all-call list for volunteers inviting them to join Sub Committees will be put out to the Community via the School or School Council Newsletters, PA announcements and/or written in student agendas. It must be well communicated that volunteers do not have to be members of the School Council to volunteer on a sub committee.
- 3.3 Plans should be established, including the purpose of the event, how the funds are spent, and approved by the Principal of Highview School. This is communicated to the school community via newsletters as per Ministry of Education Legislation. The event is documented in the appropriate month when the event is taking place in the Financial Funded Event Binder located in the office.

- 3.4 All Sub Committee meetings shall be held on School property. A Chair and Secretary shall be appointed, volunteered or nominated. Minutes shall be recorded and submitted to the School Council Chair for documentation with a financial statement and progress reported at School Council meetings.

4. **Handling of Funds**

4.1 **School Wide Events or Activities (providing there is a Sub-Committee)
Monthly Fun Lunches, BBQ's, Bulldog Hockey Games etc.**

The School Council Treasurer along with volunteer(s) and/or the teacher rep will count money received and fill out the School Council Treasurer Report form, necessary Board Funds Received Form and if depositing money, the bank deposit slip. If the Treasurer is not depositing the funds received immediately into the bank the cash, along with the Board forms, will be forwarded to the Office Administrator in a deposit bag. The deposit bag will bear the same number as the deposit slip for easy tracking. All money should be counted in the presence of two individuals. Students counting money should be done in the presence of a Teacher.

All money is to be counted on school property. All money received for events are to be stored on site at the School in a designated locked and safe location until immediate deposit to the bank.

Expenditures are not paid from the cash collected. The total funds are deposited to the bank and a cheque is then written for the expenditures eg. Donations, classroom materials etc.

Individual Classroom Events or Activities (Trips, Dances, Book Fairs, Chocolate Bar/Plant Sales etc.)

Teaching staff is responsible for the collection and counting of money from students. All amounts are to be recorded and the intent of use on the Funds Received Form. It is the responsibility of the teaching staff to ensure the funds are collected and delivered to the Office Administrator. Ensure also that invoices have the appropriate approval and are delivered to the Office Administrator for payment. Teachers must accurately document financial details of the activity or event on the appropriate monthly calendar and provide a copy for the "Funded Activities Financial Record Binder" located in the Office. Ensuring that funds received and 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. (SGF Procedure 3.5.)

If there isn't a sub committee formed for an event or activity due to lack of volunteers teaching staff is responsible for counting all money received from students, filling out the necessary forms as per SGF Procedure 3.5. and submitting the deposit bag to the Office Administrator. Activities or events may be canceled due to lack of parental support.

4.2 The Principal and Office Administrator will deposit funds raised into one School Bank Account. Teachers and the Treasurer of the School Council may only deposit funds received into the school's bank account. School Council will not maintain a separate bank account. The Office Administrator and Principal shall be the only two signing officers on the School Bank Account. The Secretary will record all funds raised, expenditures etc. in the School Financial computer Quicken Program.

5. **Reporting**

5.1 The Sub Committee Chair or School Council representative shall report at School Council meetings and parents will be notified through the school or School Council newsletter the progress of all activities and events.

5.2 The School Council Treasurer will report at School Council Meetings under the Financial Report a brief accounting of all Sub Committee's financial disbursements, monies raised and how the funds were spent.

5.3 The School Council Chair shall submit with the Annual Report to the Community a brief report of fundraising events and purchases made throughout the year.

6. **Legalities**

Note: School Councils shall not engage in fundraising activities unless they are conducted in accordance with applicable policies set by the Board. Because the School Board is a separate entity and the school is not, any funds raised by the School Council or any sub committees legally belong to the Board.

The School Administration may solicit the views of School Council on how they feel the funds raised could be spent. School Council may make recommendations and provide advice on how the funds are raised or spent. The School Administration will make the final decision and report back to School Council on how that decision was achieved.

October 2005
Approved January 2006

Reviewed: _____
