

## Purpose:

The purpose of this Administrative Procedure is to:

- 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 expectation and validate the public's trust regarding the stewardship of school based funds administered by parents and schools.
- Meet the Board's requirement under provincial regulations for financial accountability of School Councils involved in fundraising.

## Description:

This administrative procedure applies to School Generated Funds that are received, raised, or collected in the name of the school or Catholic School Council (CSC). Generally this will mean all funds available to the school, other than funds provided by the approved budget of the Board. The funds can be derived from fundraising activities or contributions/donations. Funds can also be derived from students in appropriate cases where schools choose to offer enhanced programming or learning materials, or extra-curricular events beyond the core curriculum. School Generated Funds are under the direction and control of the school Principal.

## Procedures:

All procedures applicable to School Generated Funds are outlined in the attached School Generated Funds Guidelines. It is the responsibility of the school Principal to ensure that the attached Guidelines are implemented in compliance with Board policy and as described in the Guidelines to adequately control the funds within the school including security over cash and records.

## Attachments:

School Generated Funds Guidelines