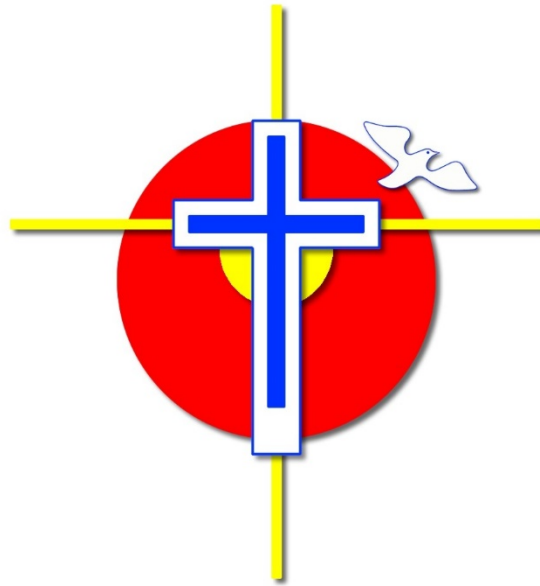

CATHOLIC DISTRICT
SCHOOL BOARD OF
EASTERN ONTARIO



SCHOOL GENERATED FUNDS
GUIDELINES



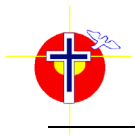
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Revised: April 2021



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1.0 Types & Acceptable Uses of SGF

This manual applies to school generated funds (SGF) that are received, raised, or collected in the name of the school or Catholic School Council (CSC). 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. The objective is to identify and categorize the sources of SGF to which this manual applies, and to outline generally acceptable uses of these funds and some unacceptable uses of these funds.

1.1 Types of SGF

- ***School generated fees for student activities***

Generally these activities relate to when the school collects a fee at the beginning of the school year or semester to cover the costs related to the use of lockers, purchases of yearbooks, sports equipment and facilities, etc.

In addition these activities can include pizza days, hot dog days, bake sales, school plays and concerts, juice and milk sales, field trips, extracurricular activities etc.

- ***School generated fund raising for charities and/or specific events/initiatives***

Generally these activities relate to when schools hold special fund raising drives to either assist a local or well-known charity or to provide funds to support a specific event or initiative.

- ***Activities involving CSC***

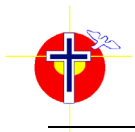
In these activities funds are raised for the same purposes as above; however, the direct involvement of the CSC is evident.

- ***Funds raised through local school initiatives***

With these initiatives, where approved by the board, schools raise funds from such items as cafeteria services, snack vending machines, coffee machines, etc. Any profits generated are retained at the school.

- ***Funds donated to schools***

These funds relate strictly to donations made to schools either for a specific purpose or for general use. Such donations may be eligible for a charitable donation tax receipt. See Section 7.



1.2 Acceptable use of SGF

Funds raised for a specific purpose must be used for the intended purpose.

- Track each category separately in the school banking software. Residual amounts in that category at the end of the school year should roll forward to the next year, and not be used for another purpose.

Funds raised for a general purpose with no specific intent.

- These funds must be used for school related activities, at the discretion of the school Principal, yet within the stated guidelines. Due to the fundraising guidelines these types of funds should be infrequent.

Staff social funds

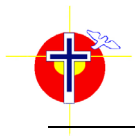
- Staff social funds are not considered to be SGF as the related activities do not directly benefit the students at the school. Therefore, these SGF Guidelines do not apply to staff social funds. However, in order to facilitate maintenance of records and to increase accountability schools have the option to track their staff social funds in their school banking software. If a school decides to use the school banking software for staff social funds, the school must record the related amounts in category #1301 – “Staff/Social Funds”. For year-end financial reporting purposes this category will be removed from total SGF revenue and expenditures.

Good Samaritan Trust Fund

- Amounts remitted to schools by the Board that relate to the Good Samaritan Trust Fund must be recorded in school banking as a deposit in category #1302 - “Good Samaritan Trust Fund”. Amounts collected must follow the Guidelines contained within this document. These funds will be removed from total SGF revenue and expenditures for reporting purposes as they are included in a separate line item in the Board’s financial statements.

Staff dress down days

- Amounts collected from staff for dress down days to be donated to an external charity must follow the Guidelines contained within this document. See section 7 for more details.



1.3 Unacceptable use of SGF

- Items that are to be purchased from the board's budget or school budget.
- Investments other than those permitted by the SGF Guidelines.
- Reimbursements to Principals.
- Mileage reimbursements to employees.
- Monetary payments to employees for services.
- Gifts to employees (including gift cards).
- Staff social activities.
- Alcohol.
- Registration fees for the events managed/hosted by the Board.

Please note that expenditures made from SGF which do not directly benefit the students in the school are subject to greater scrutiny and may require further justification. If you require clarification regarding the acceptability of an activity, please contact the Finance department for assistance.

2. Roles & Responsibilities

The board has a responsibility to ensure that all funds are adequately protected, that they are controlled through proper accounting procedures, and that accountability for the funds is maintained. The following clarifies the roles and responsibilities of individuals involved in SGF.

2.1 Roles & responsibilities of the Superintendent of Business and Finance Department

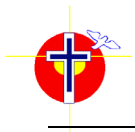
- Establish guidelines for SGF.
- Receive and maintain a central file of annual financial reports from each school.
- Ensure that schools have suitable accounting systems and/or technology available for administering the SGF, and provide training.

2.2 Roles & responsibilities of the Superintendent of Education

- Reinforce to Principals the need to adhere to Board policies and these SGF Guidelines.
- Report to the Superintendent of Business if funds are lost or stolen; any misuse of funds; and failure to follow SGF Guidelines.

2.3 Roles & responsibilities of the Principal

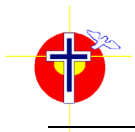
- Ensure that SGF Guidelines are implemented in compliance with Board policy and as described in the Guidelines to adequately control the funds within the school including security over cash and records.
- Act as a mandatory signing officer on all school bank accounts; including CSC bank account.



- Ensure that all SGF, including CSC funds, are tracked in school banking software provided by the Board.
- Ensure that staff members or members of the community are not collecting and managing funds in their own personal bank account or maintaining financial records off school property.
- Ensure that there is a primary contact for each club or class involved with financial transactions.
- Review, sign and date the monthly bank reconciliation.
- Notify the School Superintendent and the board contact immediately if funds are lost, stolen, or if fraudulent activities are suspected.
- Ensure that the CSC chair is aware of and understands their roles and responsibilities.

2.4 Roles & responsibilities of the school Secretary

- Implement the guidelines for SGF as directed by the Principal.
- Set up School Cash Catalog items for payment through School Cash Online.
- Enter payments in School Cash Register on a regular basis by Student, Item and Tender.
- Count and verify funds received for deposit.
- Process and verify online payments.
- Provide financial reporting as requested.
- 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.
- Complete the monthly bank reconciliation.
- Advise the Principal of deviations from SGF Guidelines outlined in this document.



2.5 Roles & responsibilities of staff members

- Collect money from students or other sources as applicable.
- Count money collected, record amount by student, tender received, and intended use on a funds received form as applicable.
- Ensure funds collected are delivered to the office on a daily basis.
- Ensure that invoices have the appropriate approval and are delivered to the office Secretary for payment in a timely manner.
- Complete activity set up template for new activities that require collecting money.

2.6 Roles and responsibilities of CSC Chair

- Work with the Principal to ensure that the sources and uses of CSC related SGF comply with the established SGF Guidelines.
- If the CSC has a separate bank account:
 - Acts as one of the approved signing officers on the CSC bank account.
 - Reviews the monthly bank reconciliation and reporting package.
- Ensures that the school Principal is a signing officer.
- Ensures the Treasurer understands their responsibility for receipts, disbursements, banking, and record keeping as established in these guidelines.
- Ensures that all CSC documentation remains on the school property.

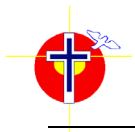
3. Banking & Receipt of Funds

The following practices represent the minimum procedures recognizing the balance between limited staffing and the need to meet basic security and reporting requirements. The following practices also apply to funds generated by CSC.

3.1 Establishing a Bank Account

- Schools are permitted to have a maximum of 2 bank accounts for SGF:
 - One for school
 - One to be used as a “Trust Account” if the school participates in lotteries, bingos or games of chance (as per legislation)

Please note that those schools with a separate bank account at March 31, 2018 are grandfathered.



No CSC account should be opened after this date.

- The bank account(s) must be in the name of the school.
- Cheques for the school bank account(s) must be pre-numbered
- All account(s) must require two signatures on all cheques
- Signing Officers:
 - Schools must have 2 signing officers but may have a maximum of 4. It is strongly recommended that 3 are designated.
 - The Principal must be one of the four signing officers.
 - The Principal must sign on **all** cheques, including CSC cheques.
 - The Principal's designate may sign in the absence of the Principal. In the event that the designate signs a cheque, ensure appropriate approval by the Principal is obtained as described in Section 4.1 of the Guidelines.
- Bank account(s) established must be such that statements are issued on a monthly basis and that cheques are returned to the school. A scanned copy of the cheque is deemed acceptable if the financial institution does not provide returned cheques.

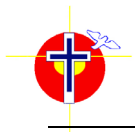
3.2 Receipt of funds

If funds are collected and counted before they are submitted to the office please use the “Summary Funds Received” form addressed in Guideline 3.2.1. Refer to Appendix A for the Summary Funds Received template.

If funds are **not** collected and counted by the same individual before they are submitted to the office, schools must use the “Detailed Funds Received” form addressed in Guideline 3.2.2. Refer to Appendix B for the Detailed Funds Received template.

3.2.1 *Summary Funds Received Form*

- Count the funds collected.
- Complete the “Summary Funds Received”.
- If funds are being collected for multiple events, indicate the amount for each event on the form.
- If funds are being collected for an activity in School Cash Catalog, it is recommended the

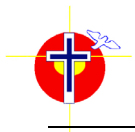


funds be identified by student and tender received.

- The individual must sign the form to indicate that they have collected & counted the funds.
- Secure the funds per Guideline 3.2.3 and submit to the office.
- A form must be completed each time funds are submitted to the office. For this form, all information should be completed except for the 2nd verification signature.

3.2.2 Detailed Funds Received Form

- The “Detailed Funds Received” form will likely be used for school-wide activities where funds are collected on a regular basis and that the majority of the school participates in (i.e. hot lunch programs, agendas etc.).
- When collecting, the following must be completed
 - Part A **only** on the “Detailed Funds Received” form (name, date the funds were collected, purpose/category of the funds).
 - A separate form should be completed for each activity where funds are being collected.
- Secure the funds per Guideline 3.2.3 and submit to the office. Ensure all appropriate documentation associated with the activity (order forms etc.) is also submitted with the funds.
- Once received in the office, the Principal must designate an individual (other than the individual who will verify the count) to count the funds collected for school-wide activities.
- It is strongly encouraged that the designated individual attempt, whenever possible, to count the funds in a timely fashion and in the presence of two people and not to leave money unattended. This is for the protection of the individual in the event that funds go missing.
- A form must be completed with Section A each time funds are submitted to the office.
- The designated individual must count the money received and complete Part B on the “Detailed Funds Received” form as follows:
 - Indicate their name and date of the count.
 - Indicate the total amount of funds collected. If the funds are being collected for an activity in School Cash Catalog, it is recommended funds be identified by student and tender received.
 - The individual must sign the form to indicate that they have counted the funds.



- The individual who counted the funds must secure the funds in the school safe or other designated area. This does not require this individual to know the combination or have a key to the area and therefore can do so with assistance from administration.
- Submit the completed form and funds to the Secretary for verification.

3.2.3 Securing Funds for Submission

In **all** instances, funds collected should be **secured** prior to submitting to the office. Acceptable methods of submitting funds to the office are as follows:

- Sealed envelopes or bank bags
- Locked bags (i.e. zip ties, locks)
- Other methods as approved by the Finance department.

Please note that any funds submitted to the office that are not secured as per above will not be accepted by the Secretary.

Funds must remain secured until counted by the designated individual or until verified by the Secretary.

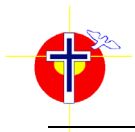
3.3 Verification of funds

- Once received in the office, the Secretary (or designate) must verify the amount of money collected and compare the amount verified to the amount recorded as indicated on the form. If discrepancies are identified, report immediately to the individual who counted the funds and have that individual initial the form to indicate acceptance of the change in total funds remitted before recording in the school banking software.
- The Secretary must sign the form indicating that verification of the funds has been completed.
- Please make every effort to count cash when it is received. Also, whenever possible, count the funds when interruptions can be limited and in the presence of two people and do not leave money unattended. This is for the protection of the individual in the event that funds go missing.

3.4 Depositing funds

3.4.1 Cash Collections

- All money collected is to be deposited intact to the bank account promptly.



SGF GUIDELINES

- Deposits are strongly encouraged to be made on a weekly basis. Also, cash should not remain in a school safe during non-instructional time (i.e March break, weekends etc.)
- The Board discourages funds to be maintained on hand over weekends or Board holidays.
- Print the deposit form from the school banking software. The deposit form must be signed by the individual taking the deposit to the bank.
- A copy of the bank deposit form is date stamped at the bank and retained at the school with the deposit form from the school banking software and the appropriate funds received forms.
- Cheques received over \$100 should be photocopied and attached to the applicable funds received form.

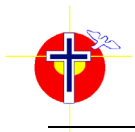
3.4.2 School Cash Catalog

Cash Collections:

- Funds received for School Cash Catalog Items should be recorded in the School Cash Register in a timely fashion by student, by item, and by tender – either by Group Collection or Register.
- The money collected through Group Collections should be deposited on a weekly basis.
- The School Cash Register should be closed out in a timely manner. The close out process will initiate a deposit form for the funds received through the register for School Cash Catalog items. The Register close out must be balanced prior to completing the close out.
- **In the rare case where funds are received at the office, the School Cash Register deposit forms must be verified and signed by two individuals prior to taking the deposit to the bank.**
- A copy of the bank deposit form is date stamped at the bank and retained at the school with the appropriate funds received forms or the Register close out documents attached.

Online Payments:

- A FINAL “Item Attachment Report” should be printed at the expiration of the item and be attached to the School Activity Budget Form for audit purposes.
- A ‘Category Report’ should be printed at the expiration of the item and be retained for audit purposes. Review of this category report should be completed to ensure the appropriate entries were processed – Revenue, Expenses are accurate.



3.5 Security of funds

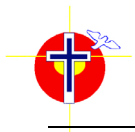
- Money received in classrooms should be brought down by staff to the office on a daily basis. Money must not be retained in classrooms.
- All money received at the school, or by CSC, is to be stored on site in a designated locked and safe location which has limited access. Preferably, all schools should have an appropriate small school safe located in the school office to secure cash on hand that cannot be deposited on a regular basis.
- Combinations or Keys to School Safes should be changed when there are any changes to staff members with access to the school safe (i.e. Retirement, change of duties etc.)
- All SGF, including CSC funds, must never leave the school property to be counted.

3.6 Events held off school property

- When events are held off school property, the money should be counted on site, in the presence of two individuals, and the “Summary Funds Received” form completed as described in Guideline 3.2.1.
- Ensure that each individual who performs the count signs the “Summary Funds Received” form as evidence of the count.
- The completed form and money should be given to the individual designated as the primary contact for the event.
- Return the funds collected to the school office immediately following the event with the appropriate documentation.

3.7 Board petty cash - school budget related reimbursement

- See section 4.5 for instructions on submitting a petty cash claim to the Board’s accounts payable for reimbursement.
- Payment will be made through direct deposit to the school bank account.
- Record deposit received as a credit memo in category 1300 – “Petty Cash – Board Budget”.



4. Disbursements

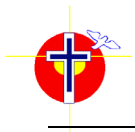
The school may choose to use the School and CSC Cheque Requisition forms to facilitate approval of expenditures. Refer to Appendix C and D for the CSC and School Cheque Requisition templates.

4.1 Approval of expenditures

- If the school or CSC uses the “Cheque Requisition Form” the form must be completed entirely and ensure that the original receipt is attached to the form.
- If the form is not used, please indicate the appropriate category name to be charged on the original invoice.
- If the expenditure is school related, submit the documentation to the Principal.
 - The Principal must indicate their approval by signing either the “Cheque Requisition” form (if used) or by signing the original invoice.
 - In the event of the Principal’s absence, the Principal’s designate may sign; however the Principal must also sign upon their return. These instances should be kept to a minimum.
- If the expenditure is related to CSC, submit the documentation to the CSC Chair or Treasurer.
 - The CSC Chair/Treasurer must indicate their approval by signing either the “Cheque Requisition” form (if used) or by signing the original invoice.

4.2 Payment of Expenditures

- An expenditure must not be paid without the approval of the Principal (their designate if absent) or CSC Chair unless procedures stated in Section 4.1 are followed.
- Payments must only be made upon the presentation of original invoices, receipts or other appropriate supporting documentation. Payments must not be made from company statements.
- The Principal must sign all cheques, including CSC expenditure cheques. In the event of the Principal’s absence, the Principal’s designate may sign.
- Cheques must not be made payable to the Principal of the school directly from SGF.
- The appropriate Superintendent must approve all Principal reimbursements. These reimbursements must be made using a “Travel and Expense Claim” form and be submitted to the Board’s accounts payable department. This ensures an appropriate level of approval is in place since the Principal has signing authority on the school account and generally provides approvals for payments.



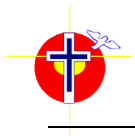
- All school budget related expenditures must be submitted to the Board's accounts payable department for payment. Schools are not permitted to pay school budget related invoices directly to vendors or staff from SGF and then request reimbursement from the Board. Refer to section 4.5 for exceptions to this guideline.
- Pre-signing of cheques is not permitted. Signature stamps are not acceptable.
- Payments in advance to staff and vendors are not acceptable.
- All cheques must be accounted for. Voided cheques must be marked "VOID" and retained. Unused cheques must be stored in a designated, secure location in order to prevent loss or theft.
- Expenditures are not to be paid from the cash collected. Total funds should be deposited to the bank and a cheque written to pay for the expenditure.

4.3 Documentation of Expenditures

- All disbursements should be recorded promptly in the school banking software indicating the appropriate amount of tax paid on each invoice.
- If the school elects to use the School and CSC Cheque Requisition forms, it is recommended that these forms be printed on different coloured paper for easy recognition and distinction. See Appendix C and D for form templates.

4.4 Purchases \$5,000 and greater

- Purchases estimated to be \$5,000 and greater require that a "Procurement Business Case" be completed and submitted to the school Superintendent for approval.
- Once approved by the Superintendent, the Procurement Business Case will be submitted to the Finance department for review of if/how the purchase impacts Board Departments.
- Once the impact analysis is completed the Procurement Business Case is submitted to the Superintendent of Business for approval.
- Once approved by the Superintendent of Business the Finance Department will discuss with the Principal or Catholic School Council the appropriate method to be used to acquire the goods / services (i.e. number of quotes required, health & safety requirements etc.) needed to meet Board Policy and Procedures.
- For more information and for a copy of the Procurement Business Case form, please see "C1:8 Purchasing Administrative Policy".



4.5 Board petty cash - school budget related expenditures

As a general rule, amounts less than \$25, which are subsequently charged to the school's operating budget, may be paid by the school using SGF.

For amounts less than \$25:

- Record expenditures in school banking category 1300 – “Petty Cash – Board Budget”.
- Record tax rate as ‘nil’. Tax rebate will be assessed by the Board at the time of reimbursement.
- Prepare “Request for Reimbursement of Petty Cash Fund” form and attach original receipts. Forms are to be completed when the remaining balance in the petty cash fund is less than \$50.00 or the expenses are greater than 3 months.
- Principal must authorize the form prior to submitting to the Board's accounts payable department.

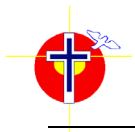
For amounts greater than \$25:

- All reimbursements to staff must be submitted to the Board's accounts payable department on a “Travel/Expense Claim Reimbursement” form for payment.
- Schools are not permitted to pay school budget related invoices directly to vendors or staff from SGF and then request reimbursement from the Board except for the following:
 - Referee fees
 - Athletic tournament fees
 - Postage stamps
 - Mail holding fees
- The Principal or Secretary must contact the Finance department for approval before proceeding with payment for amounts greater than \$25 that are not included in the list above.

5. Investments

Where a school has excess funds, the funds may be invested in the name of the school as permitted by Reg. 471/97 of the Education Act (Eligible Investments).

- These funds may only be invested on a short-term basis (1 year).



- Schools are permitted to invest in guaranteed investment certificates (GIC's) or similar investments in which there is no risk to the principal amount of the investment.

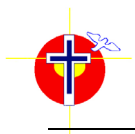
6. Bank Reconciliations & Monthly Category Review

6.1 Bank Reconciliations

- Monthly bank reconciliations must be completed in a timely manner in the School Banking Program
- Cheques not cashed within six months are stale-dated and must be “Voided” in the School Banking program.
- A summary of the School Cash Online Batch Reports must be printed for transactions made through the online system during the bank statement period and attached to the monthly bank reconciliation. This summary report will include batches for deposits made, rejected payments and refunds processed.
- Any automatic deposit being entered through the bank reconciliation module should have supporting documentation to attach to the bank reconciliation. An example is the school cash batch report for online payments.
- The Principal must review the monthly bank reconciliation, sign it and retain in the SGF binder.
- The Board will request a copy of the July bank statement and a signed copy of the Principal's declaration for all school and CSC bank accounts in conjunction with the annual audit procedures. Please note that additional requests for documentation may be made at the discretion of the Finance department.

6.2 Monthly Category Review

- When a bank reconciliation is produced from the School Banking software, the software also produces a “Category Overview Report”.
- Each month, the “Category Overview Report” must be reviewed by the Principal and signed by the Principal to indicate the review has been completed.
- The Principal should review the “Category Overview Report” for:
 - Categories that are in a deficit (i.e. expenditures are greater than deposits) to consider if transfers from other categories are appropriate or if follow-up is required for funds to be received.
 - Categories that are in a surplus (i.e. deposits are greater than expenditures) to consider if transfers to other categories are appropriate, whether there is a plan for



the deposited funds, if the expenditure was put to the wrong category, or to follow-up on invoices expected to be received.

- Ensure transfers have been done from the appropriate Principal discretionary fund for student fees that were not paid by the student.

7. Donations and Charitable Receipts

7.1 External charities

When funds are raised to support a non-profit organization (for example the Heart and Stroke or Cancer Society), all funds collected are deposited into the school bank account and then a cheque for the full amount raised must be sent from the School account directly to the recipient organization. A cheque should never be issued to a third party (e.g. staff member) who subsequently issues a cheque to the organization. A donation receipt should be requested from the organization to be sent to the school in the school's name. Any charitable receipts must then be forwarded to the Finance department for inclusion on the Board's annual charity return.

This section also applies to money collected for staff dress down days.

7.2 Non-Cash donations

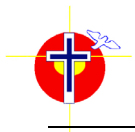
The school may also run a fundraising activity where the proceeds from the event will be retained at the school to be used for school purposes (playground etc). If items are collected in the community to assist in the fundraising efforts, for example an item that will be auctioned/raffled, the donor of the item can request a charitable receipt for the value of the item donated. To be eligible for a charitable receipt, the items must be new (not used) and the value be in excess of \$20. In these cases, the school should send a list of donors to the Board office requesting the charitable receipt(s). The request must include the donor's name, address, item donated, value, and include the original sales receipt. If the item is donated from a business, a receipt with "no charge" indicated on it is sufficient. Charitable income tax receipts may only be issued by the Board office.

7.3 Cash donations

The following relates to donations received by the school in excess of \$20.00. In order for the donor to receive a charitable receipt the donor must make the donation payable to the CDSBEO. The school must then submit the cheque and a request for a charitable receipt for the donor to the Board. The request must include the donor's name, address, and value of donation. Once processed the Board will send a receipt to the donor and will transfer the funds to the school as a direct deposit.

8. School Generated Funds Binder

The Board will provide a SGF binder annually to each school. This binder will be used to file all documentation regarding SGF including CSC funds. If your school has more than one bank account you will need to have a binder for each bank account. The binder(s) **must** be retained at the school



at all times. If your school information becomes too large to retain in one binder, please move a complete section (e.g. all cheques) to a new binder. Please refrain from splitting the information from one section into more than one binder if possible. Each binder will consist of the following sections:

8.1 Deposits

- Deposits must be filed numerically by deposit number with the following information
 - School banking software generated bank deposit form, stamped by the Bank
 - A photocopy of all cheques received in excess of \$100
 - An itemized cheque listing showing all cheques deposited
 - School Cash Register Close-Out reports for funds received at the office, signed by two individuals

8.2 Invoices/Cheques

- Documents must be filed by cheque number and include the following:
 - Cheque requisition (if used)
 - Copy of invoice with authorization of the Principal/CSC Chair and expenditure category

8.3 Bank Reconciliations

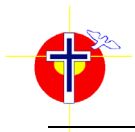
- Bank Reconciliations are to be filed by month with the following information attached
 - Bank Reconciliation produced from School Banking software, authorized by the Principal
 - Category Overview report produced from School Banking software
 - Bank statement issued by your financial institution
 - All debit or credit memos including NSF notices issued from your financial institution
 - Batch Report Listing for the period of the monthly Bank Statement.
 - Scanned copy of all cancelled/cashed cheques if provided by your financial institution. If provided, all cancelled/cashed cheques are to be filed numerically in one box for the full year. A shoebox is best for filing of these cheques.

All original documentation, including paid invoices, bank statements, support for deposits and bank reconciliations shall be retained for seven years. It is recommended that the records of each school year be boxed, labeled and stored at the school

9. HST Rebate Reporting

All items purchased through any school bank account (school, CSC, lottery) are eligible for HST rebate as follows:

- 100% of the HST paid on all purchases of textbooks and other published materials



- 68% of the Federal HST (GST) paid on all other purchases
- 93% of Provincial HST (PST) paid on all other purchases

The Board will prepare school HST Reports month and will issue the rebate amount to the school as a direct deposit quarterly. HST rebates received are considered to be SGF and the use of these funds is at the discretion of the school Principal, while following guidelines in Sections 1.2 and 1.3.

9.1 Obtaining a rebate for HST paid on purchases

To obtain a rebate of the HST paid on items purchased through SGF the following must be completed:

- Ensure to capture the HST on each invoice when preparing/issuing a cheque. If HST is not captured the invoice will not appear on the HST Rebate report for that particular invoice. Do not capture HST for “Petty Cash – Board Budget” or “Social-Staff Fund” invoices or payments made to CDSBEO.
- Since we are not able to claim QST for services or items obtained from Quebec vendors, you must only enter the GST amount of the invoice. Once entered select the “Tax Calculator” tab and in the drop-down menu be sure to select “HST Federal only”.
- Please note that during the preparation of the school HST report, the Finance department may request specific invoices be sent to the Board office to confirm rebate amounts. .

10. Lotteries & Games of Chance

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.

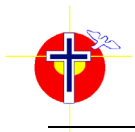
The Alcohol and Gaming Commission of Ontario (AGCO) is responsible for administering the lottery licensing program in Ontario. Municipalities issue licenses for the smaller lotteries and games of chance in which schools may be involved.

The information below is provided for schools and CSC 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 CSCs may be involved.

10.1 Licenses

Municipalities issue licenses for:

- Bingo events with prize boards of up to \$5,000
- 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://www.agco.on.ca/en/whatwedo/index_charitable.aspx .

10.2 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.

10.3 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.

10.4 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. If your accounting system cannot generate the information, you will need to set up a system that will provide the required information.

10.5 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.

APPENDIX A

Summary Funds Received Form

Name: _____

Date: _____

Amount of Funds: \$ _____

Activity: _____

Signature: _____

Verified by: _____

Submit this completed form with funds appropriately secured to the School Secretary.

Bills			Rolled Coin			Loose Coin		
Amount	Quantity	Total	Amount	Quantity	Total	Amount	Quantity	Total
\$5			0.01			0.01		
\$10			0.05			0.05		
\$20			0.10			0.10		
\$50			0.25			0.25		
\$100			\$1			\$1		
			\$2			\$2		
Total		\$			\$			\$

Receipts			
Student Name	Cash	Cheque	Amount

Appendix B

Detailed Funds Received Form

PART A - Required to be completed by individual collecting funds

Name (individual collecting funds) _____

Date: _____

Activity: _____

Submit this form with funds appropriately secured to the School Secretary.

PART B - Funds counted

Name (individual counting funds) _____

Date: _____

Amount of Funds: \$ _____

Signature: _____

Re-submit this form with the funds appropriately secured to the School Secretary.

PART C - Verification of funds collected

Name (individual verifying funds) _____

Signature: _____

Bills			Rolled Coin			Loose Coin		
Amount	Quantity	Total	Amount	Quantity	Total	Amount	Quantity	Total
\$5			0.01			0.01		
\$10			0.05			0.05		
\$20			0.10			0.10		
\$50			0.25			0.25		
\$100			\$1			\$1		
			\$2			\$2		
Total		\$			\$			\$

Student List on Reverse

Appendix C

CSC Cheque Requisition

Your School Name: CSC Account

All requisitions must be authorized by the Principal and the CSC Chair/Treasurer.

Invoice(s) to be paid **must** be attached to the requisition.

Name of CSC Member: _____

Date: _____

Payable to: _____

Address: _____

Postal Code: _____

Amount: \$ _____ Amount of HST: \$ _____

Reason for Cheque: _____

Charge to category: _____ Category #: _____

Authorization of Principal: _____ Date: _____

Authorization of CSC: _____ Date: _____
(Chair or Treasurer)

Return completed and authorized form to the School Secretary.

Cheques will not be issued if form is incomplete or if funds are not available in category

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For Accounting Purpose Only

Cheque Date: _____ Cheque #: _____

Prepared by: _____

Appendix D

School Cheque Requisition

Your School Name: School Account

All requisitions must be authorized by the Principal.

Invoice(s) to be paid **must** be attached to the requisition.

Name of Teacher/Staff: _____

Date: _____

Payable to: _____

Address: _____

Postal Code: _____

Amount: \$ _____ Amount of HST: \$ _____

Reason for Cheque: _____

Charge to category: _____ Category #: _____

Authorization of Principal: _____ Date: _____

Return completed and authorized form to the School Secretary.

Cheques will not be issued if form is incomplete or if funds are not available in category

.....
For Accounting Purpose Only

Cheque Date: _____ Cheque #: _____

Prepared by: _____