



- 3.5 School generated funds shall be used for school purposes and are to complement, not replace, public funding for education. Funds shall be utilized for supplementary materials, equipment or services not funded through the allocated budget of a school board. Purchases are not to be for items that are considered core curriculum.
- 3.6 School generated funds may be utilized to offset costs for students who cannot afford to fully participate in school activities.
- 3.7 Activities to raise funds for support of charities shall only be organized if the charity is listed on the Canada Revenue Agency website. All exceptions to this practice (e.g. collection of funds for individual community charitable needs) must have written approval from the Superintendent of Education and must also be approved by the Director of Education if the expected amount to be raised is in excess of \$1,000. This is not applicable for gift-in-kind collections. The funds raised for external charities shall be recorded in a separate sub-ledger.
- 3.8 Co-curricular activities/events and school nutrition programs may be subsidized with school generated funds.
- 3.9 School generated funds may be used for school yard and sports facilities improvement projects through the School Enhancement Request Form (Admin 56) and process, within the limits outlined in Board procedures. These improvements may not result in a significant increase in school or board operating or capital costs and future maintenance and repairs.
- 3.10 Enhancements to school facilities (painting, gymnasium upgrades, etc.), through the completion and approval of the School Enhancement Request Form (Admin 56) process and within the limits outlined in Board procedures, may be supported by school generated funds. These improvements may not result in an increase in the student capacity of a school or a significant increase in school or board operating or capital costs. Annual costs of future maintenance and repairs resulting from the work may be considered.
- 3.11 School generated funds may not be utilized for facility renewal, maintenance or upgrades that are to be fully funded through grants the School Board receives for renewal from the Ministry of Education.
- 3.12 School generated funds may not be utilized for goods or services from employees where such purchases would contravene The Education Act or Conflict of Interest Policy for Employees.
- 3.13 School generated funds may not be utilized for political activities or administrative expenses.
- 3.14 Funds generated at the school level shall be expended, where possible, within the school year. If, as part of their school level planning, schools decide to develop a multi-year plan geared towards achieving a major initiative (i.e. school shade project, yard naturalization, outdoor classroom) these funds should be set aside in a special reserve sub-ledger.

- 3.15 In exceptional circumstances (i.e. strike lockout, pandemic closure), where funds cannot be fully expended as planned, schools can carryforward their funds to be used in subsequent years with the Catholic School Council approvals. Schools should use the funds for the purpose that it was raised (e.g. graduation ceremony).
- 3.16 In the event of a school consolidation/closure any residual school generated funds shall be proportionately distributed, based on student enrolment, to the affected schools.
- 3.17 School generated funds available in the reserve sub-ledger may be utilized towards public relation type expenditures as per the definition and maximum outlined in the current administrative procedures.
- 3.18 Liability and Insurance
  - 3.18.1 The Board shall be protected against claims arising from the handling of school generated funds, through its crime insurance coverage, subjecting (en-GB) to the



