



YORK CATHOLIC DISTRICT SCHOOL BOARD

PROCEDURE
School Generated Funds

Addendum to Policy 803: School Generated Funds

Effective: July 2020
Revised May 25, 2021



TABLE OF CONTE



1. INTRODUCTION

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2.7 The Principal will ensure that staff comp


- 3.1.2 The Principal and School Bursar or Sr. School Secretary are the signatories on the bank account. It is recommended that a third party (Vice-Principal or designate) be set up as an alternative signature in the case of absences. Pre-signing of cheques is not acceptable; signature stamps are inappropriate to use when signing cheques. Councils with separate bank accounts require three eligible signing officers whereby two always sign cheques (one always being the School Principal).
- 3.1.3 It is the responsibility of the School Principal to verify that all records are properly maintained and available for internal and/or external audit by fiscal year (September 1st to August 31st). School Bank account and School Council finance records must be maintained at the school for seven years (current year + 6 previous years).
- 3.1.4 When administrative staff, involved with school finances 0 0 1 3387[n]TJETQq0.000009157 5


ledger transfer report to approve all transf

3.3.2 It is recommended that the school office take a photocopy of all the completed deposit forms before placing the originals in the safe with the actual funds. These copies should be maintained separately as they will provide a means for corroborating the amount of funds not yet taken to the bank, which will be beneficial for insurance purposes should a theft occur.

3.3.3 All fund collectors 0509 Tc(II)TJETQeW*nBT/F3 11.007W*nBT/F3 11.04 Tf1 00 0 1 32

3.4.7 Individual service providers who are employees of the Board must be paid through payroll to ensure appropriate mandatory deductions are applied. A reimbursement from school funds to the

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- 4.5 It is understood that spontaneous unplanned minor fundraising projects may occur at given times during the school year (e.g. specific grade/divisional projects or events).
 - 4.6 The Principal may allow minor fundraising events, including topics that relate to curriculum, within the school or a classroom providing it is understood that it is a voluntary effort, without any undue pressure on any student to contribute orw

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- 5.3 Minor charitable fundraisers organized by classrooms or student groups should be spaced out and limited in scope so that the school is not constantly fundraising. Consi

- 6.6 Fees are not to be collected from students to cover core curriculum materials that are funded through the allocated budget of the Board. These include, but are not limited to: textbooks, workbooks, cahiers, bibles, science supplies, lab material kits, safety goggles, and staff development costs.
- 6.7 Fees to cover sports teams, extra-curricular clubs, excursions, retreats, field trips are permitted. It is up to the individual Principal how approval is obtained to initiate a fee collection for extra-curricular activities.
- 6.8 Student Activity Fees are voluntary amounts collected from the student to supplement the school experience and can include costs for textbooks, student

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	funds should cover any deficits before year-end (August 31st). Substantial over-collections must be investigated to determine if student refunds are required.	
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Catholic School Council Funds Posted in the School Bank Account

Catholic School Council Procedures

The Council no longer maintains a separate bank account (exceptions to this include only those School Councils that have not yet moved their funds into the school bank account); all Council funds are maintained in the schools bank accou

4) NSF:

- a. The deposit of cheques into the school bank account for CSC activities may result in non-sufficient fund notices from the bank. Since the CSC Treasurer/committee will be stamping the cheques for deposit with the bank account # in *green* ink, this will identify the returned cheque as Council when the bank returns it.
- b. The returned cheque will go directly to the Sr. School Secretary/Bursar since she is the banks main contact. The Sr. School Secretary/Bursar will identify the returned cheque as Council due to the green ink stamp. The Sr. School Secretary/Bursar will automatically enter the NSF into the system in the standard manner, debiting the cheque amount & bank fee to a School Council sub-ledger. Notification will then be sent to the Council T

Catholic School Council Funds Posted in

APPENDIX A

- a. If an invoice arrives at the school for payment, the Sr. School Secretary/Bursar can determine if the payment is from Council funds or School funds. If it is determined as Council, the invoice is placed directly into the Council mailbox for CSC processing.
- b. When the completed CSC Cheque Requisition Form & attachments are submitted to the office, the Sr. School Secretary/Bursar ensures that the proper backup receipts/invoices are attached and processes a cheque from SAP in the same manner as outlined in the SAP School Banking guide.
- c. As with any school bank account cheque, the Sr. School Secretary/Bursar may need to tabulate the HST totals from the backup documentation for entry into the system in order to claim the appropriate HST rebate.
- d. The issued cheque stub (bottom) is attached to the cheque requisition form and backup and filed along with

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