



School Generated Funds

Condensed Guide for School Council Chair, Treasurer and Volunteers

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This Condensed Guide works in conjunction with the School Generated Funds Resource Handbook.

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The School Generated Funds (Fundraising and Accounting) Policy #102 and the Procedures Manual #102-A can be found on the Upper Grand District School Board Website.

ACCOUNTABILITY – ROLES AND RESPONSIBILITIES

Background:

The Board has a responsibility to ensure that all School Generated Funds are collected, recorded, and reported in accordance with Board policies and municipal, provincial, and federal laws and regulations. This responsibility includes ensuring that all funds are adequately protected, that they are controlled through proper accounting procedures, and that accountability for the funds is maintained.

For additional details, please review the School Generated Funds Resource Handbook (Handbook). Specific page numbers from the Handbook will be referred to throughout this guide.

1. Roles & Responsibilities of School Council Chair:

- Work with the Principal or designate to ensure that the sources and uses of School Generated Funds comply with Board policy and the established guidelines.
- Ensure fundraising activities involving the students and/or the school are in compliance with Board policies and the School Council Conflict of Interest By-law (as required by Ontario Regulation 612/00).
- Ensure that School Council members are aware that where conflicts of interest exist, they are disclosed.
- Review, sign and date the annual School Council Financial Reports.
- Distribute and/or make available the annual School Council Financial Reports.
- Ensure that the Treasurer presents the financial report at School Council meetings.
- Ensure that all records and financial reports are available for review at the school as indicated in Ontario Regulation 612/00 of the Education Act.
- Notify Principal if funds are lost or stolen.

If the School Council has a **separate** bank account:

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- May act as one of the approved signing officers on the School Council bank account.
- Ensure that the school Principal or designate is a signing officer.
- Elect and ensure the Treasurer understands his/her responsibility for receipts, disbursements, banking and record keeping (p. 9-13).
- Ensure that the duties of the Treasurer are performed.
- Work with the Principal to ensure that processes are in place to adequately control the funds and ensure security over cash and records of the School Council.
- Review, sign and date the monthly bank reconciliation.
- Ensure that the Treasurer presents the bank reconciliation at School Council meetings.
- Review records of the School Council periodically.

2. Roles & Responsibilities of the Designated Record Keeper (including Treasurer of School Council):

- Implement the guidelines for School Generated Funds.
- May prepare bank deposits and deposit funds at the bank on a regular basis.
- Advise the appropriate person of deviations from the guidelines outlined in the Handbook.
- Prepare the Annual Financial Report and submit to School Council Chair and Principal for review and signature.
- Provide the individual who is responsible for a specific event, with a transaction report that can be used to ensure details of financial activity have been recorded properly.
- Assist during internal or external audit.

If the School Council has a separate bank account, these additional roles and responsibilities are applicable:

- May act as one of the approved signing officers on the bank account.
- Record all bank deposits.

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- Issue cheques ensuring that all requests for payments are properly supported and approved.
- Record transactions on a regular basis.
- Complete the monthly bank reconciliation.

3. Roles & Responsibilities of Volunteers:

- Collect money from students or other sources as applicable.
- Count money collected and record amount and intended use on the Funds Received Form (sample attached).
- Ensure funds collected are delivered to the Treasurer.
- Ensure that invoices have the appropriate approval and are delivered to the Treasurer for payment.
- Ensure details of financial activity related to their class or club are recorded correctly.
- Ensure that funds received are used for the intended purpose and disbursed as necessary.
- Request and review transaction reports on a regular basis and advise the Designated Record Keeper of any discrepancy.

BANKING/RECEIPTS/DISBURSEMENTS

Investments:

Where a school has excess funds, they may be invested in the name of the school as permitted by Ontario Regulation 471/97 of the Education Act (Eligible Investments) in vehicles such as Term deposits, GIC's, etc. These funds should be invested on a short term basis.

Records Retention:

All original documents, including paid invoices, cancelled cheques, bank statements, support for deposits and bank reconciliations shall be retained for seven years as required by the Canada Revenue Agency. It is recommended that the records of each year be boxed, labelled and stored in the school. This includes the records for Student/School Council.

Bank Reconciliation:

- **Monthly** bank reconciliations must be completed.
- Cheques not cashed within six months are stale-dated and should be voided and reversed in your records.
- Monthly bank reconciliations shall be reviewed and signed by the Principal and School Council Chair and retained on file.
- A sample bank reconciliation form is attached for those using a manual accounting system.
- Accounts combined in the school bank account are not required to complete a bank reconciliation.

Steps to Reconcile Your Bank Account:

1. In your accounting records mark off all deposits and withdrawals appearing on the bank statement.
2. Enter into your accounting records any deposits or withdrawals appearing on the bank statement not previously recorded (i.e. bank fees, bank interest, NSF charges).
3. Complete a Bank Reconciliation Form (sample attached).

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Bank Reconciliation Form

School Name: _____

For the Period Ending: _____

Bank Account Number: _____

Last balance shown on your bank statement: (A)

From your accounting records, list all deposits or credits which do not appear on this statement and have not been marked off:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Total	(B)	<input type="text"/>
Subtotal (A)+(B) =	(C)	<input type="text"/>

From your accounting records, list all withdrawals/cheques/debits which do not appear on this bank statement and have not been marked off:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Total	(D)	<input type="text"/>
Final Total (C)-(D) =	(E)	<input type="text"/>

The balance (E) should agree with your account records (F).

Balance in Accounting Records: (F)

Prepared by: _____ Date _____

Approved by: _____ Date _____

Soft copy available on First Class/School Councils in PDF fillable.

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FINANCIAL REPORTING

Year End Financial Report:

Accounts combined in the school bank account are not required to submit a Year End Financial Report to the Board. However, a Financial Report will need to be shared with the school community.

To help with the Year End Financial Reporting requirement, School Council Financial Procedures (with all applicable forms) are posted yearly to the School Council Folder in First Class and forwarded to the Principal.

School Council Bank Accounts

- Annual Interim Year End Financial Report for the period ending May 31st shall be prepared and submitted to the Board no later than June 30th. These shall be accompanied by a May 31st bank reconciliation and copies of bank statements from July of previous year to May of current year. This will ensure an orderly winding up of the School Generated Funds activity for the year. (Template provided yearly).
- For accounts closed mid-year, an Annual Interim Year End Financial Report must be prepared for each account that was active as of July 1st of the prior year.
- School Councils who have an account at an institution other than RBC shall authorize their financial institution to send or fax a copy of the June 30th bank statement to the Superintendent of Finance or designate.
- The Year End Financial Report will be completed at the Board level and will be based on the May 31st Annual Interim Year End Financial Report and the June 30th bank statement.
- The Year End Financial Report shall be prepared for each bank account that is/was active as of July 1st of the prior year (sample attached).
- The Principal shall review, sign and date all reports and return to the Councils and Superintendent of Finance or designate.
- The Year End Financial Report shall be shared with the school community.

When an audit is conducted by the Board's external auditors, it will be based upon the Year End Financial Report.

An optional Final Year End Financial Report ending June 30th can be submitted by mid-July. Include full year of bank statements, June bank reconciliation, and copy of ledger (if possible). An interim report is not required if choosing this option.

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Name of School Council _____

Interim Year End Financial Report Example

for the period
July 1, _____ to May 31, _____
Prepared as at May 31, _____

Opening Book Balance as at July 1, _____ 5,379.00
(must equal the closing book balance reported for June 30, _____
Year End Financial Report as confirmed by the Board)

Plus Revenue: **Ministry financial reporting component - see over*

Fundraising Activities to Support	*		
Field Trips	1		
Capital Assets	2	9,000.00	
External Charities	3		
Student Activities/Resources	4	10,215.00	
Other	5		
(deduct NSF cheques from revenue)			
Total Fundraising Revenue (must equal A below)		19,215.00	
Donations <u>Lions Club</u>	4	100.00	
Misc (e.g. interest, HST rebate)	5	275.68	
Total Revenue			19,590.68

Less Expenses: **Ministry financial reporting component - see over*

Fundraising Activities/Projects Funded	*		
Field Trips	1		
Capital Assets	2	6,100.00	
External Charities	3		
Student Activities/Resources	4	10,585.00	
Other	5		
Total Expenses (must equal B below)		16,685.00	
Misc (e.g. bank charges, office supplies)	5	386.95	
Total Expenses			17,071.95
Closing Book Balance as at May 31, _____			7,897.73

FUNDRAISING SUMMARY (list Revenue & Expense)/PROJECTS FUNDED (list expense)

	Revenue	Expenses	Net Proceeds	Projects Funded (mandatory completion)	*
BBQ	3,050.00	2,650.00	400.00	<i>*Ministry Financial Reporting- see over</i>	4
Pizza	7,165.00	4,710.00	2,455.00	Author Visits	4
MacMillan's	9,000.00	6,100.00	2,900.00	Teacher Resources	2
Scientists in School		725.00	(725.00)	Playground Equipment	4
Teacher Resources		2,500.00	(2,500.00)		4
	19,215.00	16,685.00			
	A	B			

Attached: *Bank reconciliation for the month of May _____*
Copies of bank statements from July of previous year to May of current year

Prepared by: _____ Date: _____

Principal: _____ Date: _____

Softcopy available on First Class / School Councils in Excel and PDF formats

***Ministry financial reporting component – see over**

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School Banking – Funds Received Form

Date: _____ Homeroom/Department: _____

Name: _____ Signature: _____

Source and Purpose of Funds: (e.g. Car Wash for Grade 8 Trip):

CHEQUES		
# of Cheques (e.g. 10)	Amount on Cheque(s) (e.g. \$15.00)	Total in Each Bundle (e.g. \$150.00)
Cheque Total		

BILLS		
	Quantity	Amount
\$5		
\$10		
\$20		
\$50		
\$100		
Total Bills		

ROLLED COIN		
	# of Rolls	Total
1¢		
5¢		
10¢		
25¢		
\$1		
\$2		
Total Rolled		

LOOSE COIN		
	Quantity	Amount
1¢		
5¢		
10¢		
25¢		
\$1		
\$2		
Total Coin		

COIN ROLL VALUE	
\$0.01 x 50 =	\$0.50
\$0.05 x 40 =	\$2.00
\$0.10 x 50 =	\$5.00
\$0.25 x 40 =	\$10.00
\$1.00 x 25 =	\$25.00
\$2.00 x 25 =	\$50.00

TOTAL DEPOSIT

- Tips to assist you with completion of this form:**
- Group cheques by amounts, lowest denominations to highest.
(e.g. 15 cheques x \$3.00 each = \$45.00
22 cheques x \$100.00 each = \$2200.00)
 - It is not necessary to list the names on cheques
 - Money should be sorted into piles, facing the same way
 - Coins shall be rolled when there is enough to make a full roll
 - If you do not have enough coin for a full roll, sort coins into envelopes for each denomination

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School Banking – Request for Cheque

SCHOOL BANKING - REQUEST FOR CHEQUE

ADEQUATE DOCUMENTATION MUST BE ATTACHED TO THIS FORM (ie. RECEIPTS OR INVOICE).

Date: _____ Cheque Amount:

Payable To: _____ Submitted By: _____

Address: _____ Approved By: _____

Reason for Cheque: _____

If payment relates to more than one invoice, separate into categories and total the HST for each.
Category examples: Classroom supplies, office supplies, library.

Category or UGDSB GL Account Number	Total Amount To Be Charged	Total HST

Mail Directly Hold for Pickup Deliver To: _____

SCHOOL BANKING - REQUEST FOR CHEQUE

ADEQUATE DOCUMENTATION MUST BE ATTACHED TO THIS FORM (ie. RECEIPTS OR INVOICE).

Date: _____ Cheque Amount:

Payable To: _____ Submitted By: _____

Address: _____ Approved By: _____

Reason for Cheque: _____

If payment relates to more than one invoice, separate into categories and total the HST for each.
Category examples: Classroom supplies, office supplies, library.

Category or UGDSB GL Account Number	Total Amount To Be Charged	Total HST

Mail Directly Hold for Pickup Deliver To: _____

Soft copy available on First Class/School Councils in PDF fillable.

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Fundraising Checklist

- Ensure fundraising activities involving the students and/or school are in compliance with Board policies and the School Council Conflict of Interest By-Laws (as required by Ontario Regulations 612/10).
- Prepare a Plan for School Generated Funds at the beginning of the school year (p. 16-17).
- Prior to a fundraising activity, a Fundraising Approval Form (sample attached) should be completed and discussed with the Principal. After receiving Principal approval, the form should be stored in a central location so it can be referred to when determining the purpose for which the net proceeds will be used.
- After the completion of the fundraiser, an Individual Fundraising Report (sample attached) should be prepared to summarize the receipts, disbursements and all expenses pertaining to the fundraiser (p. 28). It should be reviewed, signed and dated by the fundraising Chairperson and the Principal.

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Fundraising Approval Form

“Name of School, School Council, or Student Council”

Fundraising Activity: _____

Time Period: _____ **Person Responsible:** _____

Purpose for which net proceeds will be used: _____

Anticipated Total Revenue: _____

Anticipated Total Expenses: _____

Net Proceeds: _____

Approved: _____
Person Responsible _____ Date _____

Principal _____ Date _____

*For those activities not already identified in the Plan for School Generated Funds or approved and reflected in the School Council Minutes.

Fundraising Approval Form

“Name of School, School Council, or Student Council”

Fundraising Activity: _____

Time Period: _____ **Person Responsible:** _____

Purpose for which net proceeds will be used: _____

Anticipated Total Revenue: _____

Anticipated Total Expenses: _____

Net Proceeds: _____

Approved: _____
Person Responsible _____ Date _____

Principal _____ Date _____

*For those activities not already identified in the Plan for School Generated Funds or approved and reflected in the School Council Minutes.

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Suggested Individual Fundraising Reports

"Name of School, School Council, or Student Council" Fundraising Activity Report - Valentine Dance February 14, 2013 To Benefit Field Trips			
Receipts			
Ticket Sales (240 @ 2.50)			600.00
Disbursements			
Tickets		15.00	
Band		275.00	
Decorations		55.00	345.00
Net Profit on Valentine Dance			<u>255.00</u>
Tickets			
Printed	300		
Sold	<u>240</u>		
On Hand	<u>60</u>		
Dance Chairperson		Date	
Principal		Date	

"Name of School, School Council, or Student Council" Fundraising Activity Report - Car Wash May 20, 2013 To Benefit the Library			
Receipts			
20 cars washed @ \$5.00			100.00
Disbursements			
Soap		5.00	
Pop & Chips		8.00	
Bristol board for Signs		5.00	18.00
Net Profit on Car Wash			<u>82.00</u>
Car Wash Chairperson		Date	
Principal		Date	

HARMONIZED SALES TAX

Taxable Sales Less than \$50,000:

All items purchased through the school bank account, the Student Council bank account, or the School Council bank account are eligible for HST rebate as follows:

- A rebate of 100% of the HST paid on all textbook purchases.
- A rebate of 83.39% of the HST paid on all other purchases.

To obtain a rebate of the HST paid on items purchased through School Generated Funds:

- An HST Rebate Claim Form must be prepared.
- The HST Rebate Claim Form must be reviewed and signed by the Principal.
- The HST Rebate Claim Form is to be forwarded to the Board Office.
- The Board will process the rebate under the Board HST registration number.
- The rebate will be received from the government at the Board Office.
- The rebate will be forwarded to the school.

Original invoices that support the amounts shown on the HST Rebate Claim Form must be kept on file at the school for audit purposes for a period of 7 years.

A sample HST Rebate Claim Form indicating the information requirements is attached. Many software packages will provide the data in a similar acceptable format.

Caution:

Any financial liability resulting from a government audit of a school is the responsibility of that school Student Council or School Council.

It is recommended that the claim be processed each year after June 30th. HST regulations permit claims for activities in three years prior to the current date.

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School Banking – HST Rebate Claim

**HST REBATE CLAIM
School Council Expenditures**

Invoices dated after
July 1/2010 HST Rebate
5% Federal Portion @ 68%
8% Prov. Portion @ 93%

School/School Council Name: _____

School Cheque #	Invoice Date	Invoice Number	Vendor Name	Invoice Amount	Actual HST Paid

Rebate Claim	
Books	Other Supplies
100%	83.39%

Total

Signature - School Council

Signature - Principal

Examples					
Books	Textbooks/Library	Invoice should only show 5% (GST Federal Portion) Provincial Portion 0% Point of sale rebate	\$ 105.00	5.00	5.00
Other Supplies		Invoice will show 13% HST (5% Federal and 8% Provincial)	\$ 113.00	13.00	10.84

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SCHOOL GENERATED FUNDS - SCHOOL COUNCIL REVIEW

CHECKLIST	CURRENT PROCEDURE	TO BE REVISED
<i>BANK ACCOUNTS</i>		
All cheques drawn on the bank account require a minimum of two signatures (four potential signing officers recommended), one of whom shall be the Principal or designate.		
The account generates a monthly statement with returned cancelled cheques.		
All original documents, including paid invoices, cancelled cheques, bank statements, support for deposits and bank reconciliations must be retained for seven years and stored in the school.		
<i>RECEIPT OF FUNDS</i>		
Funds are deposited in entirety to the bank. Monies are not to be withheld for payment of related expenses or for petty cash.		
Cash collected is counted, rolled and turned in directly to the record keeper with a summary sheet of monies collected (Funds Received Form).		
The Funds Received Form is filed with the Bank Deposit Form.		
Bank deposits and monies collected are stored in a designated secure location at all times.		
Bank deposits should be made when cash accumulations reach \$1000, or once each week.		
<i>DISBURSEMENT OF FUNDS</i>		
Unused cheques are being stored in a designated, secure location in order to prevent loss or theft.		
Ensure adequate documentation is attached to the Cheque Request Form (ie. Cash register receipts, invoice, etc.) prior to cheques being issued.		
NSF cheques must be listed on the ledger and investigated.		
Void cheques must be stated on the ledger.		
Ensure cheques are not pre-signed.		
<i>FINANCIAL REPORTING</i>		
Monthly – A bank reconciliation is prepared, reviewed, initialed and dated by the School Council chair and Principal or designate. A copy of the appropriate bank statement must accompany the reconciliation.		
Annually – A Year End Financial Report (mandatory) shall be prepared based on the school year ending June 30 th . This report shall be accompanied by a Bank Reconciliation and a copy of the appropriate Bank Statement.		
Annually – The Year End Financial Report, Bank Reconciliation, and the copy of the appropriate Bank Statement must be submitted to the Superintendent of Finance no later than June 30th of each year (only for those who have a separate bank account)		
Annually – The Plan for School Generated Funds should be prepared and forwarded to the School Superintendent August 31 st . This should be shared with the School community.		
Other Reporting – The Summary of Fundraising Activities and Cash Flow reports should be presented to the School Council at each regular meeting. The Summary of Fundraising Activities report should be shared with the school community annually.		