

# *Christ the Teacher Catholic Schools*

## **ADMINISTRATIVE PROCEDURES**

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| <b>SECTION:</b>   | 500 – BUSINESS PROCEDURES  | <b>CODE:</b> | AP 520 |
| <b>PROCEDURE:</b> | <b>SCHOOL FUND-RAISING</b> |              |        |

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### **BACKGROUND**

While the Division recognizes its obligation to provide funds to meet the basic costs of the educational needs of students, it recognizes that there are occasions when schools choose to raise additional funds for extra-curricular activities or other special projects. There is also a recognized value in students becoming involved in fund raising activities in support of worthwhile charities.

### **PROCEDURES**

1. Fund-raising activities must be compatible with the best interests of both students and the community.
2. Fund-raising activities that have a risk exposure of five thousand dollars (\$5,000) or greater must receive the prior approval of the Director.
3. All other fund-raising activities that have a risk exposure of less than five thousand dollars (\$5,000) may be approved by the Principal subject to the following:
  - 3.1 Prior to approval being granted for any fund-raising activity, a written plan must be submitted to the Principal and through him/her the School Community Council. The plan must contain a budget of projected revenue and expenditures and a statement of intent projecting the expenditure of any residual funds.
  - 3.2 The Principal, in consultation with the School Community Council, may grant approval for fund-raising events. Lotteries and bingos may be conducted provided they are operated in accordance with the provincial gaming laws.
  - 3.3 The following are NOT permitted:
    - 3.3.1 Activities which bring personal financial gain to students or staff, unless otherwise approved by the Director.
    - 3.3.2 Any fund-raising or promotion in which students are compelled to participate.
    - 3.3.3 Activities that detract from the school's instructional program.
    - 3.3.4 Activities or sales methods which have the potential of putting the safety of students in jeopardy are prohibited.
4. All school fund-raising activities must be supervised by a member of the school staff and all monies collected must be processed through the school accounts.

5. Principals will give parents, and the community, as much advance notice as possible of fundraising activities which extend beyond school premises.
6. The School Community Councils, parent groups, or community groups may conduct lotteries, raffles or other fundraising activities on behalf of schools, with the approval of the Principal, and subject to the regulations of the provincial gaming laws.
7. A final statement of revenue and expenses, certified correct by the supervising staff member, must be submitted to the Principal upon completion of the project.
8. Schools must account for monies raised through fund-raising activities and report in the format prescribed by the Chief Financial Officer or designate. Schools must maintain full records of fundraising activities and keep them on file for seven (7) years.
9. All fund-raising activities shall be subject to an annual audit as part of the Division accounting system.
10. All bank accounts used for fund-raising must be registered in the name of the school with the Division listed as a secondary name on the account. All bank accounts must provide for two (2) signatures on all cheques, one (1) of which must be the Principal or designate.
11. All purchases must be made in accordance with Administrative Procedure 515 – Purchasing.
12. All capital assets purchased through fund-raising are considered assets of the Division and must be purchased through the Division accounting system.
13. Schools must provide detailed analysis of all surplus funds including details of the specific purposes for which the surplus funds will be used. In general, fund-raising surpluses are to be kept to a minimum amount required for cash flow. Such funds are to be used only for the purpose they were intended.
14. Fund-raising must not be used to provide salary or expense reimbursement to any Division employees, including casual employees. All employee salaries and expense reimbursements must be processed through the Division accounting system.
15. Funds received through donations (including scholarships) and grants must be processed through the Division accounting system as must all purchases made with these funds.
16. Failure to adhere to this administrative procedure may result in removal of the offending school's fund-raising privileges.

Reference: Sections 85, 87, 108, 109, 110, 175 Education Act

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