

SCHOOL GENERATED FUNDS

Background

School Generated Funds (SGF) are funds collected which have arisen from school-based activities that come under the control and responsibility of school administration.

It is the responsibility of school administration to develop and oversee adherence to appropriate policies and procedures to ensure monies related to SGF are received, receipted, recorded, and safeguarded and that proper records are maintained.

The Secretary-Treasurer will implement a program of internal audits to ensure that generally accepted accounting practices have been applied to the management of all funds collected by the school.

Definitions

Fees

Alternative Program Fees – Charged for a program (not an individual course) that emphasizes a specific culture, religion, or subject matter or uses a particular teaching philosophy, including sports-related academies.

Fees for Optional Courses – Charged for additional materials or supplies associated with non-core course options such as band, fine arts, advanced placement, second languages, or Career and Technology Studies.

Activity Fees – Transportation, admission, accommodation, and other charges for field trips or special events, usually associated with curriculum.

Fees to Enhance Education – Fees related to providing **additional support** to students toward educational programs not described by the previous categories.

Extracurricular Fees – Fees for participation in clubs, sports teams, intramurals, or other programs designed to broaden scholastic experience.

Non-Curricular Travel – Accommodations, and admission associated with extended (overnight) *non-curriculum* travel for arts, culture, (spectator) athletic events, and international travel.

Lunch Supervision – Fees charged to students for use of supervised lunchroom facilities.

Non-Curricular Goods and Services – Fees charged to parents in exchange for mandatory goods or services common to most students, including the purchase of locks, student ID, uniforms, gym strip, library, agendas, and fitness facility fees not associated with curriculum.

Other Sales and Services

Cafeteria Sales, Hot Lunch & Milk Programs – Sales of food & beverage to the student population.

Special Events, Graduation Tickets – Sales for a **voluntary** graduation banquet, party, or celebration; art or athletic event.

Sales or Rentals of Other Supplies/Services – Sales of goods & services available for which parents have the option of purchasing from the school, such as yearbooks, school pictures, clothing items, calculators etc. This could also include bulk school supplies, recorders, or workbooks, but **parents must have the option of sourcing these from alternative sources.**

Procedures

1. Principals are to ensure that all funds are deposited and there is accurate accounting for school generated funds.
2. Schools will not have any separate bank accounts and all funds will be deposited into the Division's bank account.
3. The Secretary-Treasurer or designate is authorized to audit the school's transactions as deemed prudent by acceptable accounting standards.
4. All school generated funds, prior to the collection of money, shall have a project plan as show in Appendix A that documents the following:
 - Person responsible for the project
 - Project purpose and timelines
 - Sources of revenue
 - What will be purchased with the funds
 - Amount of equipment replacement funds to transfer
5. School generated funds shall not be used for the benefit of the school staff unless the funds have been collected from staff.

6. School generated projects shall not be used for school staff activities.
7. For optional courses that require equipment replacement, funds can be transferred to a general equipment replacement project as follows:
 - 7.1. Schools with 500+ students can transfer a maximum of \$3.00/student per optional course to a maximum balance of \$50,000.
 - 7.2. Schools with less than 500 students can transfer a maximum of \$4.00/student per optional course to a maximum balance of \$35,000.
 - 7.3. Project plans for optional courses must outline the amount of equipment fund to be transferred per student.
8. After the completion of the program, either a new semester or the end of the year, each project will be reviewed against the corresponding project plan. The following surplus/deficit handling plan must be followed:
 - 8.1. Any unplanned surplus of \$10.00/student or less will be transferred to the school's general account to be spent on other student-related activities.
 - 8.2. Any unplanned surplus over \$10.00/student will be credited back to the student account.
 - 8.3. Credits must be applied before August 31st each year.
9. For school generated fund deficits not outlined in a project plan, Principals must develop a payment plan with the Secretary Treasurer.
10. Business Services must be immediately notified of any funds paid for services performed by employees or scholarships paid from school project accounts.

Fundraising

1. Funds Raised by School Council:
 - 1.1. A School Council raising funds to donate to the school shall retain all responsibility until the funds are accepted by the school.
 - 1.2. Acceptance of funds by the school shall be by way of a receipt issued by the school secretary.

1.3. Once accepted, funds will be tracked in separate school project accounts. The Principal shall provide the school council with monthly financial reports of the funds and a council representative may pre-authorize the disbursement of funds.

1.4. Games of chance are forbidden for fundraising by School Councils.

1.5. Reference AP – 520 Ethical Fundraising and Charitable Activities in Schools

2. Fundraising Societies

2.1. Groups choosing to raise funds for the school through games of chance regulated by the Alberta Gaming Commission are required to be incorporated under the Societies Act for licensing purposes and must administer their funds independently.

2.2. The Principal and staff shall not have signing authority or financial responsibility for the group's accounts.

2.3. Fundraising initiatives of the Society are not to be handled through the School's accounts or fee software.

2.4. Schools are not to accept funds raised by their Society through Casino activities.

Donations

1. When a person or group donates funds to the school, the funds shall be entered into the school's records and be accounted for in a separate project account.

2. All school donations shall be used at the Principals discretion unless otherwise specified by the donor.

3. Reference AP 526 – Charitable Donations

Reference: *Education Act*, SA 2012, c E-0.3, ss 13,19,21,23,57
School Council Resource Guide
Societies Act
Funding Manual for School Authorities
Guide to Education ECS to Grade 12