

## **1005.6 School Generated Funds**

### **Policy**

Fundraising activities will be confined to special projects and shall not be used as a means to finance normal educational costs. Fundraising activities must be compatible with the best interests of the students, school staff and community and not detract from curricular activities.

### **Regulations**

1. All school funds shall be managed in accordance with the practices outlined in the Internal Controls Handbook.
2. Except in the case of funds raised by a registered society, the principal is responsible for all funds raised within a school including those raised by School Councils.
  - 2.1 All fundraising activities are subject to the approval of the principal.
  - 2.2 A financial statement shall be filed with the school principal at the conclusion of each approved fundraising activity.
  - 2.3 The principal shall be one of the signatories on all fundraising accounts.
3. Any group must apply for society status if they wish to control their own funds. A registered society shall get permission from the principal before using the name of the school for each fund raising activity. When a society wants to raise funds in the name of the school, prior to giving approval, the principal shall verify that the society is a properly registered society. Proper documentation must be filed with the school on an annual basis (e.g. annual return and an audited statement as required by the Societies Act).
4. Notwithstanding the first regulation, a school parent or community group raising funds to donate to the school shall retain all responsibility for financial accounting and reporting, and any attendant liability for its activities until the school accepts the funds.
5. Funds which are raised or donated, shall be utilized only for the purposes for which they were raised or donated.
6. Fund raising activities shall be subject to the following guidelines:
  - 6.1 The use of the funds generated through fund raising activities shall not be used for items considered to be included in normal educational costs. Funds may be used for special projects such as:
    - 6.1.1 co-curricular activities;
    - 6.1.2 purchase of major equipment which is supplementary to the core program requirements;
    - 6.1.3 approved capital projects such as playgrounds, school beautification, etc.

- 6.2 The cost of admission to student activities or competition and the sale of student publications/productions are considered forms of fund raising.
  - 6.3 A Division employee shall supervise every fund raising activity involving students.
  - 6.4 Elementary students shall not be involved in door-to-door canvassing. Secondary students shall be discouraged from door-to-door canvassing alone.
  - 6.5 Gaming activities such as raffles and bingos shall be conducted in accordance with the Alberta Gaming and Liquor Act.
  - 6.6 Procedures and controls shall be developed and followed to prevent the potential for fraud.
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- 7. At the conclusion of every school year, each principal shall file with the Director of Finance, a verified and signed statement of school generated funds during that year.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

### References

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| Alberta School Act: | 60                                                                                                      |
| Other Statutes:     | Gaming and Liquor Act, Societies Act                                                                    |
| District Policies:  | 504.3 Safety - General, 504.4 Supervision of Students, 503.5 Student Activities, 1002.4 School Councils |
| Other:              | Lethbridge School Division Internal Controls Handbook                                                   |