

EASTERN TOWNSHIPS SCHOOL BOARD	<i>Title:</i> PROCEDURE ON THE USE OF SCHOOL AND CENTRE BANK ACCOUNTS	
<i>Source:</i> Audit Committee Director - Financial Services	Received April 23, 2002 Resolution ETSB02-07-76 Effective July 1, 2002 Revised April, 2018 Effective April 24, 2018 Resolution no. ETSB18-04-99	<i>Reference Number:</i> P019-1

INTRODUCTION

Articles 94 and 113 of the Education Act stipulate that the School Board is a legal entity and as such may have a bank account. An Administrative decision has been made by the Eastern Townships School Board (ETSB) that each School / Centre may have one bank account.

The following procedures must be followed in the use of the School/Centre bank account.

DEFINITIONS

School will mean School or Centre.

Principal will mean School Principal or Centre Director.

School funds will mean School Funds or Centre Funds.

PROCEDURES

1. Accounting System
 - 1.1. All Schools and Centres must use the same accounting system that the School Board uses.
 - 1.2. The ETSB will provide training in the use of the designated accounting system.
2. Bank Account
 - 2.1. The Bank Account must be opened in the name of the Eastern Townships School Board with reference to the School or Centre.
 - 2.2. There must be a minimum of two (2) signing officers. The signing officers must be employees of the Eastern Townships School Board. Checks must have two signatures. A Council of Commissioner's resolution must be adopted approving the two (2) designated signing officers.
 - 2.3. A bank reconciliation must be sent to the Board Office on a monthly basis.
3. Money Management
 - 3.1 Monies from the School's bank account will be transferred to the ETSB's bank account on a quarterly basis (September 30th, December 31st, March 31st and June 30th).
 - 3.2 The amount to be retained in an elementary school's account after the transfer to the School Board must not exceed \$3,000.

- 3.3 The amount to be retained in a high school's account after the transfer to the School Board must not exceed \$10,000.
- 3.4 The school bank account will be used for expenditures that have to be paid immediately. Cheques drawn on the school account must not exceed \$250.
- 3.5 To assist schools, the School Board prepares the monthly bank reconciliation for schools who choose not to issue cheques.
- 3.6 To eliminate the need for schools to prepare T4A's, the School Board will pay all honorarium fees centrally.

4. Revenues On Deposit

4.1 The following revenues may be deposited in the School's bank account or the School Board bank account, with the deposits being made in a timely fashion:

- Short term rentals;
- Daycare;
- Cafeteria;
- School Store / Consumable fees / Activity fees;
- Fundraisers.

4.2 The following revenues must be sent directly to the ETSB:

- Donations requiring an Income Tax Receipt from the Eastern Townships School Board.

5. School Funds On Deposit Account

5.1. Balances in the School Funds On Deposit account belong to the School. The balance is increased by the interest earned on monies deposited and by surpluses from fundraisers.

5.2 Interest will be paid to this account based upon the average yearly balance at the rate of Banker's Acceptance less 1.5%.

5.3 The Principal is the Administrator of this account.

5.4 The monies transferred to the ETSB will be deposited into the ETSB bank account and credited to an account called School Funds on Deposit in the name of the school. Each school will have a separate general ledger account