

<b>EASTERN TOWNSHIPS SCHOOL BOARD</b>	<i>Title:</i> <b>PROCEDURE FOR FUNDRAISING ACTIVITIES IN SCHOOLS AND CENTRES</b>	
<i>Source:</i> <b>Financial Services Audit Advisory Committee</b>	<b>Effective: July 1, 2004</b>	<i>Reference Number:</i> <b>P027-1</b>

## PREAMBLE

This procedure defines the steps that must be followed by schools and centres to ensure that fundraising activities carried on in schools and centres benefit the school/centre, educational projects and the community raising funds.

This procedure also ensures that schools and centres comply with other School Board policies and procedures.

## DEFINITION

**Fundraising** is the collection of funds raised from projects that are directly associated with the school/centre and are in the interest of the students of the local school/centre and their community. Fundraising may also include participation of students in activities for non-profitable charitable organization, operating in the interest of children, education and the community at large.

Fundraising includes any activity generating funds through **voluntary** contributions from parents, students, teachers or the general public organized by the school/centre administration, the governing board or the parent participation organization (P.P.O.).

Funds from daycares, cafeterias, school stores, consumable or supervision fees, bequests, estates and trust funds are excluded from this procedure but must be included in the school's/centre's budget and reported to the governing board.

## PROCEDURE

- 1) All fundraising activities must be presented to the governing board for approval before any activity can take place. The governing board minutes must clearly state the fundraising activity and decision taken by the governing board.
- 2) The Principal/Centre Director shall be responsible for ensuring that all fundraising activities conform to School Board policies and procedures and the Ministry of Education guidelines. The Principal may request collaboration from the governing board and/or the P.P.O.

- 3) The fundraising activity must be presented to Financial Services for review in order to identify tax (GST/QST) and other regulatory implications.
- 4) The Principal/Centre Director may designate someone to organize the activity, but the Principal/Centre Director remains accountable for the fundraising activity.
- 5) All revenues from the fundraising activity that do not require an income tax receipt must be deposited in the school's/center's **only** local bank account. No other bank account may be used by the school/centre (see *Procedure on the Use of School and Centre Bank Account.*) All deposits must have sufficient documentation to support amounts being deposited.

**On the other hand, funds from activities that require income tax receipts must be sent directly to the School Board as per the *Administrative Guidelines Dealing with Charitable Donations.***

- 6) If the fundraising activity is deemed a taxable good/service, GST and QST must be charged and collected by the school, sent to Financial Services to be remitted to the appropriate government.
- 7) After all revenues from the fundraising activity have been received and deposited in the school's bank account, **one** transfer is then made to the School Board as per the *Procedure on the Use of School and Centre Bank Account.* Invoices for goods/services involved in the fundraising activity should also be forwarded to Financial Services who will process payment and claim tax rebates.
- 8) The school/centre is responsible to ensure that appropriate account codes are used to identify a deposit when transferring funds to the School Board. Please refer to Annex (A) and (B) for clarification of account codes.