



School Generated Funds are all funds received at the school and would include funds for student activities. School Generated Funds shall be maintained at the schools under the authorization of the Principal in accordance with good internal control to ensure the safeguarding of the funds and to ensure that staff and students are protected from both harm and temptation.

## **1. Accounts**

1.1. The Executive Superintendent of Corporate and Staff Services shall establish one bank account for the purpose of handling the School Generated Funds of all schools in the District.

1.1.1. The Executive Superintendent of Corporate and Staff Services may establish accounts at other banks for the purpose of handling the School Generated Funds for schools that are not located in close proximity to a branch of the one main bank account.

1.1.2. Additional bank accounts shall be opened at each school when bingo, Nevada, or other such licences require that another specific designated bank account be opened as a condition of the licence. This policy applies equally to bingo, Nevada, and other such accounts.

1.2. The additional account(s) referred to in Sections 1.1.2 shall be opened at the bank where the School Generated Funds bank account is established.

## **2. Internal Controls**

2.1. School Generated Funds and the associated bank account(s) shall be maintained in accordance with proper internal control as follows:

2.1.1 Funds remaining in the school awaiting deposit shall be brought to the office daily, ensuring that the cash given has been verified. This cash shall be delivered



in a sealed envelope or secure bag and given directly to office staff.

2.1.2 Funds shall be re-counted and recorded upon receipt by office staff and kept in the school safe until deposited.

2.1.3. All funds received in the school shall be deposited intact in the appropriate account(s). If the total cash receipts for a single day exceed \$1,000, a deposit must be prepared and delivered to the bank on the same day. Otherwise, deposits must be made at least once per week.

2.1.4 Ensure no funds are left at the schools during shut down periods i.e., December Break and March Break and end of School year.

2.1.5. The Principal shall direct all staff members to use the school bank account(s) for all funds relating to the school or students, which may come to them as temporary custodians of the funds. All expenses to be paid out of school bank account by issuing a cheque; no collected funds shall be used for expense purposes.

2.2. To the extent possible in each school, there should be a division of duties among staff such that the staff member responsible for receiving funds is different than the staff member responsible for disbursements.

2.2.1. To the extent possible in each school, there should be two individuals involved in the receipt of funds: one person to record receipt using a Form 507-A SGF Deposit Record; one person to verify the funds on the Form 507-A SGF Deposit Record.

2.3. Funds shall be withdrawn from the account(s) by cheque only, on the signature of either the Principal or the Vice-Principal, and the Executive Superintendent of Corporate and Staff Services, or in the case of a bingo or other account opened as a condition of a licence, the cheques would be signed by the Principal and the person running the Bingo or other account. The person running the Bingo or other account would typically be the Parent Council Chair or Treasurer for elementary schools and



for secondary schools it would be the Department Head Teacher or other designate. Schools shall retain a copy of all signed cheques with Form 507-B SGF Cheque Requisition.

2.3.1. The reimbursement of expenses incurred by a Principal shall be approved on a Request for Cheque form by the appropriate Superintendent or Associate Superintendent prior to the cheque being issued.

2.3.2. Schools shall keep all blank cheques secured in the office in a locked cabinet or the safe.

2.4. An accounting of all funds received and deposited, all cheques written, and any investment, shall be maintained on a current basis by the school office administrator, budget clerk, or office manager, or other staff member designated by the Principal, in accordance with instructions from Financial Services.

2.5. The bank accounts referred to in Sections 1.1 and 1.1.1 shall be reconciled monthly, promptly following the receipt of the bank statement. The reconciliation shall be prepared by Financial Services and signed and dated by the Executive Superintendent of Corporate and Staff Services or designate as evidence of proper accounting for that month's transactions.

2.5.1. The bank accounts referred to in Section 1.1.2 shall be reconciled monthly, promptly following the receipt of the bank statement(s). The reconciliation(s) shall be prepared by the person maintaining the accounting records and signed and dated by the Principal as evidence of proper accounting for that month's transactions.

### **3. Annual Report**

3.1. Financial Services shall submit a complete report of the transactions carried out through the accounts to the Executive Superintendent of Corporate and Staff Services at the end of each school year, or as otherwise required by the Director of Education. The report will be prepared in a format prescribed by the Executive



Superintendent of Corporate and Staff Services and will be due by the end of September of the following school year in order for the accounts to be consolidated with the accounts of the Board for financial reporting purposes.

#### **4. Audit**

- 4.1. School Generated Funds at a school shall be subject to audit by the Executive Superintendent of Corporate and Staff Services or designate, and the Board's external auditors, as deemed necessary. A report of the findings of an audit will be provided to the Principal and the Superintendent of Education or Associate Superintendent responsible for the school.
- 4.2. Supporting documentation including bank statements, canceled cheques, invoice details, deposit documentation, financial records, participant lists, pledge forms, order forms, parent consent forms and all supporting documentation shall be retained in the school for audit purposes for seven years.
- 4.3. It is the responsibility of the Executive Superintendent of Corporate and Staff Services or designate to inform the Principals and other staff involved with School Generated Funds at schools of the requirements for the handling of funds to ensure that students and staff are protected from both harm and temptation, and to ensure that an audit can be carried out. The Principal and other staff involved with School Generated Funds shall follow those requirements.

#### Legal Reference:

*Education Act S. 170 Duties of Boards; S. 252 Financial Statements; S. 253 Appointment of Auditor; S. 265 Duties of Principal: Reports to Board; S. 283 Chief Executive Officer; S. 286 Duties of Supervisory Officers: Supervise Business*