

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION B: ADMINISTRATION**

SCHOOL GENERATED FUNDS	PROCEDURE
EFFECTIVE: 2000 12 01 / 2015 04 28 / 2018 11 27	

APPLICABLE REFERENCES:

- Policy – School Generated Funds
- Policy and Procedures – Purchasing
- Policy and Procedures – Fundraising
- Policy and Procedures – Student Fees
- Policy and Procedures – Catholic School Community Council

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1 The Treasurer of the Board will be responsible for the implementation of this policy and procedure.
- 1.2 The Manager – Financial Services and the Manager – Planning and School Business Support Services will be jointly responsible for developing and maintaining School Generated Funds guidelines.
- 1.3 The Principal will be responsible for ensuring that all individuals involved in the planning, collection, accounting, management and reporting of school generated funds understand and abide by this procedure and the School Generated Funds guidelines.

2.0 Expectations

- 2.1 School generated funds and the related expenditures must have a purpose that falls within the overall strategic direction of the Board, reflects the needs of the School Improvement Plan and enhances student learning and well-being.
- 2.2 All school generated funds activities must comply with Board Policy and Procedures: Purchasing, Fundraising, Student Fees and Catholic School Community Council.
- 2.3 School Generated Funds guidelines for the collection, accounting and management of school generated funds must be developed, maintained and posted for use by school Principals and Secretaries on the Board’s internal web-site.
- 2.4 The Financial Services Department must complete an internal review of school generated funds for each school at least once every four (4) years. A review may be performed at any time and is likely to be requested when a Principal transfers between schools, retires or transfers from the Board. Risks and/or control weaknesses that are identified during reviews must be reported to the Treasurer of

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the Board. The Treasurer of the Board may request a plan to mitigate the risks or improve controls.

3.0 Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

DEFINITIONS:

School Generated Funds – All funds collected in the name of a school or by the school for other charitable organizations.