

# ROLLING RIVER SCHOOL DIVISION POLICY

## School Funds, Fundraising and Fees

DIC/P

1. The Board of Trustees approves schools to participate in fundraising activities to support activities, goods or services that provide a direct benefit for the students who have raised the funds. Each School Principal is responsible to develop an Annual Fundraising & Fee Report by September 30<sup>th</sup> each year, as per regulation, and submit it for information to the Superintendent.
2. The Board of Trustees approves schools to charge Student Fees or Student Council Fees to High School (including grade 7 and 8 students where they are students in a high school) students to a divisional maximum rate set by the Superintendent.
3. The Board of Trustees approves schools to charge other fees to students on the following basis:
  - a. A flat rate fee per student, to a maximum of \$30.00 per student in place of a supply list, to cover consumable student supplies.
  - b. A one time caution fee of \$30.00 per Grade 7 to 12 student, refundable upon graduation if eligible.
  - c. Band instrument rental fees, educational field trip fees, extracurricular clubs fees, Grade 9 to 12 athletic fees and graduation fees based on a plan and budget which is reflective on a per participant basis of actual costs of the activity / event.

The Board requires any other fees for students that are contemplated by schools, submitted for approval by the Superintendent.

2. The Board of Trustees approves the creation and maintenance of no more than two school based bank accounts for transactions by the school for fundraising and cost-recovery activities, as follows:
  - a. A School Fund account for school use.
  - b. A Student Council Fund account for all student council related activities.
3. The School Principal shall be accountable for the approval, administration and audit of all School Funds, fundraising and fees as per established regulation.
4. The Secretary Treasurer must approve a contract and/or agreement for goods or services to be paid from school funds.

### **Index Regulation**

**Date Adopted:** December 14, 1985

**Date Revised:** November 22, 2001

**Date Revised:** June 15, 2006

**Date Revised:** November 3, 2010

# ROLLING RIVER SCHOOL DIVISION REGULATION

## School Funds, Fundraising and Fees

DIC/R

### A. Definitions

**School Funds:** Funds raised through school based fundraising or cost recovery activities (excluding Student Council funds) and expended under the authority of the School Principal. (Type A School Funds as per Manitoba Education Provincial Policy)

**Student Council Funds:** Funds raised through school based Student Councils fundraising or cost recovery activities and expended under the authority of the Student Council Executive and School Principal or, as delegated, Staff Advisor.

**Fundraising:** Activities that provide goods or services with the intent of raising funds to support programs, activities or charities that are not supported by the school's instructional budget as allocated by the School Division, (Type B School Funds as per Manitoba Education Provincial Policy).

**Cost Recovery:** Activities that provide goods or services where the intent is to only recover costs outlaid.

### B. School Funds and Student Council Funds must be raised and expended, according to an annual plan approved by the School Principal, for goods or services that provide:

- a direct benefit for students in the year in which fund are raised or
- for the student groups that raise the funds or
- for community service and non-profit projects

### C. Canteen Funds

A School Principal may approve school based canteen services and operation subject to the following requirements:

- School based canteens and food services operations will promote healthy choices for students.
- School based canteens and food services revenue and expenditures will be maintained as a separate category in the School Fund general ledger.
- Any payroll function for Canteen employees will be administered through the Division payroll department with a bill back to school based School Canteen Funds for all payroll expenditures made.
- An annual plan for Canteen operations including maintenance of a reserve fund for future equipment replacement, additions and to supplement school projects that benefit of students will be submitted as per the **School Fundraising Guidelines**. (see Section G)
- All canteen staff receiving financial remuneration for services will be required to complete the Safe Handling of Food Certificate as offered by Manitoba Labour within their first year of employment.

# ROLLING RIVER SCHOOL DIVISION REGULATION

## D. Student Council Funds

A School Principal may approve Student Council Funds subject to the following requirements:

- In consultation with the staff advisor, each Student Council will develop an annual plan including, fund raising activities and expenditures as per the ***School Fundraising Guidelines***. (see Section G)
- Student Council Funds will cover activities that the Student Council is responsible to plan and operate such as dances and spirit activities (e.g. Gym Blast).

## E. Examples of Approved Sources of School Fund Revenue

- Fundraising
  - Sales of goods (e.g. fruit sales)
  - Sales of services (e.g. carwashes)
  - Canteens
  - Admissions
  - Contests / Prizes
- Student fees
- Commissions (e.g. Jostens)
- Donations – Bequests
- Scholarships / Awards
- Grants (e.g. School Pride, Community Places Grants)

## F. Examples of Approved School Fund Expenditures

- Classroom / student related resources
- Playground equipment
- Artists in schools / Guest speakers
- Educational Field trips
- Student Special events (Grad, Dances, Spirit Days)
- Extra Curricular sport / club supports
  - League and Tournament fees,
  - Uniforms
  - Officiating fees
- School Pride
- Non-capital school enhancement
- Student related Promotional materials
- School activity advertising
- Student incentive programs
- Student awards
- Facility rentals

## G. School Fundraising Guidelines

All employees and students who want to carry out a fundraising activity or charge a fee to support an activity, good or service must submit a completed Rolling River School

# ROLLING RIVER SCHOOL DIVISION REGULATION

## School Funds, Fundraising and Fees - continued

DIC/R

Division Fund Raising Proposal or Athletic Fees Proposal (*form attached*) to the School Principal by September 30th each year.

The School Principal will:

- Review all proposals,
- Create a master list of all fund raising proposals submitted,
- Approve or deny the proposal(s),
- Create an *Annual School Fundraising & Fees Report*, (*form attached*) and
- Submit the approved *Annual School Fundraising & Fees Report* to the Superintendent by October 15 each year.

When deciding approval of proposals submitted, the School Principal will consider:

- the direct benefit for students
- other fund raising activities in the community
- competition of goods with local merchants

### H. School Fund and Student Council Fund Accounting Requirements

1. Expenditure of School Funds and Student Council Funds must be done by cheque and will require the signature of at least two signing officers, one who must be the School Principal or the Vice-Principal (School Funds) or Staff Advisor (Student Council Funds).
2. To administer School Funds and Student Council Funds, schools must use accounting procedures and maintain accounting records in a format recommended or accepted by the Secretary Treasurer. These procedures shall include issuing cheques for all disbursements, receipts for all revenue, and performing an accurate Bank Reconciliation on a monthly basis.
3. Principals must complete and send separate School Fund and Student Council Fund Financial Statements for the fiscal year July 1 to June 30 to the Secretary Treasurer of the Division in September of each school year by a date to be determined by the Secretary-Treasurer. School Fund Financial Statements, general ledgers and accounts documents will be audited a minimum of once every five years by the Secretary-Treasurer or designate. Student Council accounts may be audited at the discretion of the Secretary Treasurer.
4. School Fund and Student Council Fund cash that is maintained on site at a school must be stored in a secure location and deposited on a regular basis, a minimum of once per week.

### I. Associated School Based Accounting Requirements

If requested, school-community organizations, such as Band Associations must provide audited financial statements to the Secretary Treasurer.

# ROLLING RIVER SCHOOL DIVISION REGULATION

School Funds, Fundraising and Fees - continued

DIC/R

Revenue raised from instructional programs funded by the Division will be remitted by the school to the Division and will be allocated to offset instructional expenditures of those programs.

Revenue received by a school from the sale of all Division funded services, material supplies and/or equipment must be returned to the School Division and may not be retained in school funds.

## **Index Policy**

**Reference:** Manitoba Education Policy on School Funds  
EFAA - Surplus Goods/Equipment Policy

**Date Adopted:** November 22, 2001

**Date Revised:** June 15, 2006

**Date Revised:** November 3, 2010

# ROLLING RIVER SCHOOL DIVISION REGULATION



## ROLLING RIVER SCHOOL DIVISION

\_\_\_\_\_ **School Name**

**Fund Category**

\_\_\_\_\_ **General School Fund**

\_\_\_\_\_ **Student Council School Fund**

**Statement of Revenue and Expenditures**  
**For the year ended June 30, 20\_\_\_\_\_**

**Beginning Cash Balance** \_\_\_\_\_

Annual Revenue \_\_\_\_\_

Annual Expenses \_\_\_\_\_

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**Ending Cash Balance** \_\_\_\_\_

**Annual Surplus or (Deficit)** \_\_\_\_\_

My review of this account has confirmed that it is being maintained as per School Division Policy DIC. Disbursements are being made by cheque and receipts are being issued for all revenue.

Certified Correct:

**Principal Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# ROLLING RIVER SCHOOL DIVISION REGULATION



## ***Rolling River School Division School Fund Raising Proposal***

*Submit a completed proposal to the School Principal by September 30<sup>th</sup> of the school year,  
For each fund raising activity planned.*

School: \_\_\_\_\_ School Year: \_\_\_\_\_

Supervising Teacher: \_\_\_\_\_

***Project/Activity/Charity funds will be raised for:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Description of Fund Raising Activity:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ***Proposed Timeline for Fund Raising Activity:***

Dates of Fund Raising: \_\_\_\_\_

Date of Expenditure: \_\_\_\_\_

### ***Budget Plan (Estimates)***

Revenue: \_\_\_\_\_

Expenses: \_\_\_\_\_

Profit: \_\_\_\_\_

***Submitted by:***

\_\_\_\_\_  
*Supervising Teacher Signature* \_\_\_\_\_ *Date*

**Plan Approved**  **Plan Declined**

\_\_\_\_\_  
*Principal Signature* \_\_\_\_\_ *Date*

# ROLLING RIVER SCHOOL DIVISION REGULATION



## Rolling River School Division School Fund Athletic Fees Proposal

Submit a completed proposal to the School Principal by September 30<sup>th</sup> of the school year, for each athletic activity planned.

Athletic Event: \_\_\_\_\_

School: \_\_\_\_\_ School Year: \_\_\_\_\_

Supervising Teacher: \_\_\_\_\_

### Expense Budget:

League Fees: \_\_\_\_\_

Tournament Fees: \_\_\_\_\_

\_\_\_\_\_

Officiating Fees: \_\_\_\_\_

Transportation: \_\_\_\_\_

Other (specify): \_\_\_\_\_

### Total Expense Budget: \_\_\_\_\_

### Revenue:

Tournaments: \_\_\_\_\_

Fund Raising: \_\_\_\_\_

Other (specify): \_\_\_\_\_

### Total Revenue Budget (net of fees): \_\_\_\_\_

A) Net Expense (Expenses – Revenue): \_\_\_\_\_

B) Number of Participants: \_\_\_\_\_

Fee per Participant Budget (A/B): \_\_\_\_\_

### Actual Fee per Participant Proposed: \_\_\_\_\_

\_\_\_\_\_  
*Supervising Teacher Signature*

\_\_\_\_\_  
*Date*

Proposal Approved

Proposal Declined

\_\_\_\_\_  
*Principal Signature*

\_\_\_\_\_  
*Date*

