

School District #62 (Sooke)

SCHOOL BASED NON-PUBLIC FUNDS	No.: F-331
	Effective: Feb. 28/84 Revised: Apr. 22/97

ADMINISTRATIVE REGULATIONS

A. Application

For purposes of interpretation, this regulation will apply to all schools, Parent Advisory Councils, parent support groups for any school activity or program, and any associated group whose primary purpose is raising funds for the benefit of the district, its schools or its students.

B. Decision Making of Fundraising Groups

1. Fundraising should occur in accordance with pre-established needs and goals reached in consultation between teachers, parents and administrators. Normally these will be expressed in an annual budget format.
2. Needs and goals must be communicated to all stakeholders well in advance of the proposed fundraising or expenditures.
3. In the case of surplus funds, those who raised the funds should have a say in the use of the surplus.

C. Expectations

1. Both the schools' and the fundraising groups' expectations should be clearly developed through ongoing communication and/or written policy. Parents have a right to expect that expenditures of donated funds will match the designation of those funds.
2. Fundraising and the activities supported by it are voluntary in nature. Therefore, expectations must respect the personal preferences and responsibilities of those involved.

D. Legality

1. Ownership - once an item has been purchased for a school through non-public funds, the item becomes the property of the school district. It will be district practice that such items remain at the school for which they are purchased for a length of time to be determined by written agreement between the fundraising group and the school Principal. The agreement must be reviewed at least every five years.
2. Storage - all such items shall be stored at the school. Items valued over \$500 shall be kept on the movable physical assets inventory of the school. Lesser valued items may be kept on this inventory. Inventory records must be maintained in accordance with current district practice. Records may be subject to audit at any time.

3. Associated Costs - long term costs such as paper, ink, repairs, staff time, and training must be considered before any assets are accepted by a school. There must be clear understanding between the school and the fundraising group about responsibility for payment of such costs. Normally, this will be specified by a form signed by school and group representatives.
4. Off Site-Use - all off-site use of assets must be for educational and/or organizational purposes that do not accrue a strictly personal benefit to the user. Principals will be responsible to ensure that assets are used in this manner.
5. Disposal of Assets
Assets purchased under this policy and subsequently considered to be surplus or scrap, will be turned over to the district's Purchasing Manager for reallocation or disposal at the best price according to Board Policy G-200. Funds from the disposal of such assets will accrue to the non-public funds account of the school where the asset was last located.

E. Accountability

1. The district will establish and maintain accounting procedures to be followed by all groups responsible for funds under this policy.
2. A periodic audit of the accounting records of all schools and groups covered by this policy must be carried out by district personnel (or their designates). Normally, each secondary school will be audited annually, elementary schools and PACs will be audited at least every three years, and all schools will be audited when there is a change of principal.
3. The accounting records related to non-public funds of fundraising groups and schools should be open to each other. There should be a right to see and an obligation to share those records by both parties.

F. Fund Accounting

1. The school district Accounts Department will maintain a statement of Procedures for Accounting for Non-Public Funds. These procedures will be published to all Parent Advisory Councils, schools, and related groups at the beginning of every school year.
2. Schools and associated fundraising groups:
 - a) the principal of each school will be responsible for overall supervision of all associated non-public funds.
 - b) all associated fundraising groups must utilize the school's bookkeeping and banking systems. No separate accounting records or bank accounts are permitted.
 - c) each school will have at least one fund. A fund is a separate accounting entity to record the financial transactions related to a specific activity or objective. This fund may be segregated in a general ledger into a number of accounts, each representing school activities such as book club, canteen club, annual sales, etc.

This group of accounts will balance to the book cash balance for the fund. Funds may be transferred by entry between accounts in the general ledger and by cheque between accounts.

- d) schools will follow accounting procedures as laid out by the school district Accounts Department in F.1 above.