Administrative Procedure 507 **ADMINISTRATION OF SCHOOL FUNDS**

School generated funds are funds that are raised in the community for student activities that come under the control and responsibility of school management.

The Secretary-Treasurer will implement a program of internal audits to ensure that generally accepted accounting practices have been applied to the management of all funds collected by the school.

Definitions

School Generated Funds (SGF) are funds collected by the school for specific non-curricular purposes or activities. These revenues or expenditures are not taken into account in calculating the school's operating unrestricted assets or deficit to be carried forward. These funds include:

~~Student~~ Fees (Non-Instructional) – Fees included in this category may include charges for field trips, activity fees, locks and locker rentals, student agendas, student councils, clubs, arts groups (art, drama, chorale, band), athletics, teams, uniforms, and other non-instructional fees.

Instructional Fees – Fees charged for Option related supplies and activities, technology fee, and any fees collected pursuant to Section 57(1) of the Education Act for instructional supplies and materials.

Sales of Services and Products and Fundraising ~~activities~~ – These categories include activities such as, pizza days, special events (school dances, drama performances, concerts, etc.), juice and milk sales, lunchroom/snack/milk programs, school clothing sales (e.g. track sweats, team jackets, etc.), school luncheons, specialty sales (magazines, newsletters, cookies, chocolate bars, cheese, etc.), walk-a-thons/swim-athons/read-a-thons/spell-a-thons, vending machine contracts, food kiosk contracts, sponsorships, cafeteria surplus available for school use, partnerships for the purpose of fundraising, and other similar activities which conform to Board policy and Division administrative procedures.

Donations and grants to schools – Donations and grants may include unrestricted school donations, contributions for graduation awards and scholarships, contributions from societies, and contributions to assist the school in purchasing targeted items, such as musical instruments, computers, library books, etc. This includes any donations received at the school level for specific non-curricular purposes or activities.

Other – This category is for all other SGF sources that cannot reasonably be assigned to the categories provided and that meet the definition of SGF for student activities and may also include funds held in trust and administered by the school for a school parent and/or community group.

The following are some of the more common uses of SGF:

Extra-curricular activities – This category includes resources, materials, and equipment for extra-curricular activities and clubs. Common applications included in this category relate to band, chorale, fine arts, athletic programs, student recognition programs and celebrations, etc.

Field Trips – This category is for SGF expended for field trips that are not required for basic instruction.

Funds held in trust – This category includes funds administered by the school for a school parent and/or community group.

Other – This category is for reporting all other expenditures of Net SGF for purposes that cannot reasonably be assigned to the above categories.

Procedures

1. The Principal is responsible for the administration of all school-based funds. They shall develop annual budgets for school generated funds and ensure that all funds are deposited, and there is accurate accounting for all the school generated funds.

2. The Principal shall approve school, staff and/or student involvement in fundraising activities conducted by the school.

3. Prior to the collection of funds by means of a per-student fee, principals shall ensure that students and/or their parents are informed of the intended use of such fees.

4. The Principal shall approve the proposed use of all school generated funds, including funds donated by school parent and community groups and communicating this to the community and/or donor group prior to the collection of any funds.

5. The Secretary-Treasurer, or designate, shall, upon request, provide assistance in establishing and maintaining budgets and proper accounting records.-

6. The Principal will consult with any individual(s) and group(s) raising funds for the school, regarding proposed use of the funds, publicity methods to be used, and the timelines of the activity.

7. The charitable collection of funds from individual students and staff on school premises shall be at the discretion of the Principal in consultation with the School Council.
8. All projects, prior to the collection of money, shall have a project plan as show in Appendix A that documents the following:
    - Person responsible
    - Project Purpose and Timelines
    - Sources of Revenue
    - What will be purchased from the project
    - Instructions for any surplus or deficit at the end of the project
    - How this will all be communicated to stakeholders who contribute funds

9. School generated funds shall not be used for the benefit of the school staff unless the funds have been collected from staff.

10. Prior to the collection of funds by means of a voluntary per-student fee, Principals shall ensure that students and/or their parents are informed of the optional nature of such fees.

11. All school project funds raised, held in trust for a school parent and community group, or donated for a specific purpose shall be used only for that purpose unless mutually agreed by the Principal and the fund-raising group or donor.

12. Any unplanned surplus funds may be spent on other student related activities, provided this intent is communicated to stakeholders prior to the collection of money. Unplanned surplus funds arising during the year may be invested for short periods in savings accounts and/or guaranteed term deposits. Interest earned is to be classified as general revenue.
13. The Principal shall designate a staff member to keep records of all funds/ fees collected at the school level and record ~~of~~ the expenditure of these funds.

14. The Principal shall arrange for the deposit of school funds after banking hours in order to prevent money from being left in school overnight.

15. All undesignated monies collected by the school are to be classified as general revenue and may be spent in a manner determined by the Principal.

16. A school shall not enter into loans or time payment plans.

17. The Principal shall submit an annual financial report to the Secretary-Treasurer for the school year by the end of the school year.

18. The Principal may at any time request the Secretary-Treasurer to provide an audit of the school accounts. The Superintendent may, at any time, direct an internal audit of any school's accounts.

Reviewed/Revised: March 2014 August 2025

References:
Section 52, 53, 55, 57, 68, 137, 138, 139, 140,141, 143, 197, 222
Education Act
Charitable Fund-Raising Act
Funding Manual for School Authorities
Guide to Education ECS to Grade 12
Policy and Requirements for School Board Planning and Reporting
School Authority Planning and Reporting Reference Guide
Grande Prairie Public Schools
Elk Island Catholic Schools
Holy Family Catholic Separate School Division