



## AP 6-200 – SCHOOL FUNDS

The principal of each school, subject to the rules of the school board, may raise, hold, administer and expend moneys to be known as “school funds” for the purposes of the school. PSA 56(4)

School Funds are comprised of two types of funds, which are described below.

### I. SCHOOL OWNED FUNDS – TYPE A

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School owned funds include moneys from all fund raising activities of the school, including admission fees to school sponsored events. These activities may also include activities such as walk-a-thons, bike-a-thons, selling goods door to door, dances, hot dog days, school pictures, bottle drives, car washes, raffles, auctions, etc. These monies are raised by the school or under the auspices of the school, through extra-curricular activities for the sole use of that school. They are to be reported in the school division’s financial statements in compliance to the School Generated Funds Accounting Policy as stated in the FRAME manual. Funds from cafeterias and vending machines that are operated by or contracted out by the school are school owned funds.

Each school will be limited to one Type A fund. Signing authority for this account is delegated to the Principal or the Principal’s designate.

### II. DIVISION OWNED FUNDS – TYPE B

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Division owned funds include vocational revenues (industrial arts, home economics, office automation, business education) and revenues from cafeterias and vending machines that are operated by or contracted out by the school division.

These funds are included in the school division’s financial statements. A separate bank account shall be maintained where reasonable.

**School Funds** are reviewed annually by the Secretary-Treasurer (or designate), who ensures that the proper controls and procedures (see page 2) were in place throughout the year. The procedures undertaken to conduct this review are documented and signed off at the time of the review.

The division’s external auditor reviews and reports on the adequacy of the systems and controls established for school funds in the Auditor’s Supplementary Report, as directed by Schools Finance Branch.

### STUDENT COUNCIL FUNDS

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Student council funds are not school funds (PSA 56(5)) and should, therefore, be accounted for and held separately from school funds. Funds from cafeterias and vending machines that are operated by or contracted out by the student council are considered to be student council funds.

Student councils in the Middle Years are required to have a staff adviser as a co-signing officer for student council funds.



## SCHOOL FUNDS PROCEDURES

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### **I. Procedures for handling school owned funds (Type A):**

1. Accounts should be segregated by purpose.
2. All disbursements should be supported by supplier invoices or receipts.
3. Allowable personal expenses that are not supported by receipts are not to be paid from school funds.
4. Accounts should be reconciled monthly.
5. Accounting records are to be maintained using a double entry system
6. All bank accounts and/or term deposits require a minimum of two authorized signatures being the principal or the principal's designate.
7. Financial statements are to be prepared at the end of each school year and are to include:
  - a) year to date revenue and expenditure statement properly categorized by purpose
  - b) bank reconciliation
  - c) copy of current bank statements and investment certificates.

### **II. Procedures for handling division owned funds (Type B):**

1. Accounts should be segregated by purpose.
2. All disbursements and requests for reimbursement must be supported by supplier invoices or receipts.
3. Allowable personal expenses that are not supported by receipts are not to be paid from school funds.
4. Accounts should be reconciled monthly.
5. All bank accounts and/or term deposits require a minimum of two authorized signatures being the principal or the principal's designate.

Adopted: August 2015