SD42 PROCEDURE 4910

SCHOOL GENERATED FUNDS

PURPOSE

To establish requirements for safeguarding, administering, reporting and using School Generated Funds.

SCOPE

This procedure applies to funds received, raised, collected, held or spent in the name of a school or school activity and administered through a school bank account.

Examples of School Generated Funds include:

- fundraising proceeds and revenue from other school-based initiatives raised in the name of a school or school activity;
- student fees, field trip fees and activity or club fees collected by the school;
- sales from school stores and sales of school items, such as yearbooks, student agendas, spirit wear and photo retakes, where proceeds are held by the school;
- cafeteria and food service revenue from operations run by the school; and
- funds formally donated for administration by the Principal.

The following are not School Generated Funds:

- funds provided through the district-approved operating budget, including school or department budget allocations; and
- funds raised, held and spent independently by a Parent Advisory Council or other external organization in its own bank account, such as Parent Advisory Council gaming grants and hot lunch programs run by the Parent Advisory Council.

This procedure applies to Principals, school staff and other employees involved in collecting, safeguarding, recording, approving, administering or spending School Generated Funds.

RESPONSIBILITY AND DELEGATION

The Secretary Treasurer has overall responsibility for this procedure.

The Assistant Secretary Treasurer is responsible for the administration of this procedure and for establishing related operational requirements and financial controls, and may delegate responsibilities to qualified employees.

The Principal has overall responsibility for the administration of School Generated Funds at the school.

GENERAL ADMINISTRATION

School Generated Funds shall be administered in accordance with Procedure 4100.1 Financial and Asset Stewardship, this procedure, and related district financial processes and controls.

The Principal is responsible for ensuring School Generated Funds are:

- safeguarded;
- used for their intended purpose;

- administered in accordance with district requirements;
- accurately recorded and reported; and
- available for review and audit.

Employees involved in collecting, safeguarding, administering or spending School Generated Funds must comply with this procedure and related district financial processes and controls.

FUNDRAISING

Fundraising activities conducted in the name of a school must receive prior approval from the Principal.

Fundraising activities must:

- support student learning, student activities or school improvement initiatives;
- be conducted safely, ethically and transparently; and
- clearly communicate the intended use of the proceeds.

The Principal shall ensure that funds raised are used for the purpose communicated.

BANKING AND FINANCIAL CONTROLS

School Generated Funds must:

- be deposited intact into a district-approved school bank account;
- be appropriately safeguarded;
- be maintained separately from funds administered by a Parent Advisory Council or other external organization;
- be accurately recorded and reconciled monthly; and
- be administered in accordance with district-established financial controls.

School bank accounts must be approved by the Assistant Secretary Treasurer or designate.

USE OF FUNDS

School Generated Funds must:

- directly benefit students or support approved school activities;
- be used consistently with the purpose for which the funds were raised or received;
- be charged only to the appropriate school account; and
- be properly approved and supported by appropriate documentation.

The Principal shall ensure that the use of School Generated Funds is subject to appropriate financial oversight and district-established controls.

FINANCIAL RECORDS AND REPORTING

Schools shall maintain accurate and complete financial records using district-approved systems and processes.

Financial records must be retained in accordance with district requirements and made available to district administration and authorized auditors upon request.

The Principal shall regularly review financial information to ensure that School Generated Funds are appropriately administered and used for their intended purposes and that any irregularities are promptly addressed.

YEAR-END PROCEDURES

Schools shall complete year-end financial reporting and reconciliation requirements in accordance with timelines and instructions established by the Finance Department.

AUDIT AND COMPLIANCE

School Generated Fund transactions, records and bank accounts are subject to review or audit by the Assistant Secretary Treasurer or designate and may be examined as part of the district's external audit or another authorized review.

Any suspected misuse, loss, fraud or irregularity involving School Generated Funds must be reported immediately to the Assistant Secretary Treasurer or designate.

APPROVED: November 18, 2026