



Administrative Procedure 3001

Fundraising and Parent Councils

Board Governance Policy Cross Reference: [1](#), [15](#)

Administrative Procedures Cross Reference:

[School Fees and Fundraising](#)

[Accounting and School General Funds](#)

Form Cross Reference:

[Bank Reconciliation for Parent Advisory Council Funds](#)

Legal/Regulatory Reference:

[The Public Schools Act, subsection 56\(4\), 56\(5\)](#)

Date Adopted: May 2019

Amended:

THIS DOCUMENT IS CURRENTLY UNDER REVIEW

Fundraising

Required approvals and accounting procedures are outline as follows:

1. All staff, students and parents who wish to carry out a fundraising activity must submit a *Fundraising Proposal* to School Leader by October 31st of each year. All fundraising activities must have approval from the School Leader.
2. All project details must be provided in the *Fundraising Proposal*.
3. School Leaders must submit the *Annual Fundraising Plan* to the Office of the Secretary-Treasurer annually by November 1st.
4. For each fundraising project undertaken, proper accounting procedures, including collection and disbursement of funds must be followed.
5. The School Leader will keep detailed accounts concerning the receipts and disbursements resulting from the fundraising. These are to be submitted to the Office of the Secretary-Treasurer upon request. A statement of fundraising activity, certified by the supervising staff member or Student Council or Parent Council, must be submitted to the School Leader upon completion of the project and made available to the Office of the Secretary-Treasurer upon request.

Parent Council Funds

The primary goal of fundraising conducted by Parent Councils on behalf of the Division schools is to benefit the students of those schools. The following guidelines shall apply to Parent Council funds:

- Establish/maintain a separate bank account at a financial institution of its choice.
- Maintain an accounting system and/or Excel spreadsheet to properly track revenues, expenses and payments to vendors.
- The School Leader shall require the Parent Council to adhere to the following:
 - Establish council objectives;
 - Appoint a Treasurer and signing officers;
 - Ensure that bank accounts are not in individual names and that bank statements are addressed to the school c/o the Parent Council;
 - Prepare an annual budget that includes any identified special projects;
 - Maintain complete financial and non-financial records;
 - Prepare and distribute quarterly financial statements to all council members and the School Leader (September, December, March and June);
 - Ensure that reasonable controls exist to minimize the risk of unauthorized disbursements and to ensure that, to the extent reasonably possible, all receipts are recorded and deposited;
 - Prepare and provide a copy of the monthly *Bank Reconciliation for Parent Advisory Council Funds* to the School Leader;
 - Maintain and distribute the minutes of the Parent Council's meetings;
 - In the event that any excess funds are raised for a particular fundraising project, the excess funds will be held in the Parent Council's bank account for future use. The maximum bank balance to be held by Parent Council at June 30th of each year is \$5,000. Should the Parent Council require more than \$5,000 for a bank balance, they are to obtain approval by submitting a request and rationale to the Office of the Secretary-Treasurer.
- The School Leader shall provide to the Division, the Parent Council's financial statements and bank reconciliations for the March and June.
- A Parent Council may grant a sum of money to the school for a specific project or purpose. If the purchase or expense is recorded in the school's operating budget, the transfer of funds from the Parent Council's fund to school operating budget must occur once the invoice is paid.