

Kelsey School Division Box 4700 The Pas, MB R9A 1R4 Phone: 623-6421	Code: IGDF
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STUDENT FUND-RAISING ACTIVITIES

The principal of each school in the Division may raise, hold, administer, and expend monies for the purposes of the school (to be known as "school funds"), subject to regulations made by the Board. Public Schools Act Section 56(4).

Objectives of School Fund Raising

The purposes for which and the sources from which monies may be obtained, and the methods by which funds may be raised will be largely determined by the principal and teachers, subject to the control of the Superintendent. Student participation may be possible and/or desirable taking into account the age and experience of the students. The following principles shall govern in this respect:

- a) No coercion or pressure may be brought to bear in order that any student contribute to the fund or its enterprises.
- b) Activities that bring parents and friends of the school into the school or in touch with the school's program should be encouraged.
- c) In general, the fund-raising enterprises of the school should make some contribution in themselves to the educational growth of the pupils.
- d) No student under the age of 12 will do door-to-door selling without parental/adult accompaniment.
- e) Students over the age of 12 will use a buddy system when selling door-to-door.

The administration of school funds shall be subject to the following restrictions:

- According to the Public Schools Act, subsection 56(4), school funds are monies that the principal of each school, subject to the rules of the school Board, may raise, hold, administer, and expend for the purposes of the school.

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School funds are comprised of three types of funds which are described below.

Type A

Type A school funds are those monies raised by the school or under the auspices of the school or school division. They are not included in the school Division's financial statements. Monies raised through extra curricular activities of a school are at the sole discretion of that school. Examples of Type A fundraising organizations are Parent Councils, Student Council, Administration, and Athletic Groups.

Type B

School funds are those monies raised by a community organization operating for the sole purpose of supporting a Kelsey School Division program. Examples of such organizations are Band Boosters, Parents for French, and Safe Grad.

Type C

Type C school funds include allocations from the school Division (per capita grants, budget allocations, specific purpose grants, etc.) vocational revenues (auto shop repairs and service, cosmetology, business ed initiatives, etc.), and revenues from cafeterias and vending machines that are operated by or contracted out by the school Division. These monies are often administered by the school Division on behalf of the school, but in cases where the school administers them, they are considered to be Type C school funds and would fall under the guidelines for school funds. These funds are included in the school Division's financial statements.

1. No payment for personal expenses shall be allowed from Type A or B or C funds.
2. All disbursements shall be supported by supplier invoices or receipts.
3. Separate accounts shall be maintained for specific purposes.

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- 4. Financial statements shall be submitted to the Secretary Treasurer on a monthly basis for Type C funds and an annual basis for Types A & B funds.
- 5. The Divisional external auditor shall review and audit the school funds annually. The adequacy of the system controls established by the Secretary Treasurer shall be reviewed and reported in the Auditor's Supplementary Report.

Fundraising in/for a specific school will be approved by the principal. Principals will report fundraising activities held in/for their school to the Superintendent.

