

REVENUES FROM NON TAX SOURCES
(Control of Non-budgeted Funds)

Purpose

1. To provide procedures for accounting and auditing of non-public funds maintained by schools, as well as for staff to follow when making use of these funds.

Definition

2. Non-budgeted funds are monies collected by students or school staffs from such activities as:
 - a. Sales of chocolate bars, fruit, gym uniforms, etc.;
 - b. Walka-, swima-, reada-thons, etc.;
 - c. Dramatic performances, band concerts, dances, etc.;
 - d. Athletic fees;
 - e. Collections from parents or students for field trips, textbooks, etc.;
 - f. Vending machines

Use of Non-budgeted Funds

3. Non-budgeted funds may be used as follows, depending on their source:

Source of Funds/Use

- a. Student related activities (e.g. student fees, fundraising activities) to be used directly for student yearbook, student activities, student leadership, supplies and dances.
- b. Vending machine proceeds to be used for any school related activities for students.

Accounting Procedures

4. **Documentation.** It is the Principal's responsibility to ensure that all transactions are properly supported and substantiated. Audit trails, i.e., supporting documentation are to be retained for five years.
5. **Current Bank Account.** Each school shall maintain only one checking account into which all cash receipts are deposited and from which all payments are made by check.
6. **Student Fees.** The school will maintain a record of the fees collected from students.
7. **Cash Advances.** When a cash advance (check for funds in advance of expenditure) is authorized and issued it must be followed up by an expense claim with appropriate receipts, where necessary, to substantiate the expense involved.
8. **Checks.** Each school must have designated personnel with signing authority for the checking account. All checks must also be pre-numbered for control purposes. No payment shall be made without proper supporting documentation, authorization, and substantiation by appropriate receipts.
9. **Deposits.** A duplicate deposit book shall be maintained to properly detail all bank deposits. Cash collected at the school shall be deposited in the bank as soon as possible, preferably the same day.
Under No Circumstances Shall Cash on Hand be Disbursed.
10. **Books of Account.** A register must be maintained detailing all deposits and disbursements. The register must be summarized and reconciled to the bank statement on a monthly basis.
11. **Recoverable Costs.** Where a school's operating budget funds have been used and costs are recoverable from students and/or from other sources, the operating budget funds shall be reimbursed for the funds used. A note is to be included on the applicable requisition indicating that costs will be subsequently recovered for the purchase.

REVENUES FROM NON TAX SOURCES – (Continued)

12. **Financial Statements.** The operating cycle for each school shall end on 30 June. At that time, a financial summary shall be prepared summarizing receipts and disbursements since the previous year end. A copy of this financial summary shall be sent to Financial Services by 30 September each year.
13. **School Procedures.** Since school operations vary from school to school, it is the Principal's responsibility to have written procedures which indicate:
 - a. a general outline of the operations of the fund and the appropriate procedures to be followed by staff to access these funds.
 - b. The systematic manner in which records (or items noted above) are maintained for verification purposes.
14. **Administrative Review.** On a random basis, Finance staff shall review several schools each year. This administrative review shall basically serve as a quality control on the independent audit function. Any specific problems highlighted through the audits shall also be dealt with on an annual basis by administrative staff.
15. **Lost or Stolen Funds.** Non-budgeted funds shall not be replaced through public funds if lost or stolen. However, where non-board monies which have been collected to assist in the purchase of textbooks, for field trips or for other normal school operating purposes have been lost or stolen, the expense of these activities may be paid through the school's operating public funds account.

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