The Eastern School District recognizes the importance of school-raised funds to the operation of the school. Principals will establish appropriate administrative and accounting procedures with respect to school fundraising activities, in accordance with these regulations. School administrators are encouraged to use school based Finance Committees to assist with the management of school based funds.

Procedures developed in regard to the administration of and accounting for school-raised funds will ensure accountability while protecting individual employees, schools and the District by ensuring accurate reporting on the use of funds.

1. Bank Accounts
   A. All bank accounts will bear the school name and will be authorized by the principal before being established.
   B. All bank accounts and cheques will require at least two signing officers who have been authorized by the principal.
   C. All accounts will require monthly bank statements and the return of cancelled cheques, where applicable.

2. Accounting Practices and Records Maintenance
   A. Acceptable accounting practices and the maintenance of adequate records require that:
      (1) cash be secured in a safe and prudent manner;
      (2) a pre-numbered, self-duplicating receipt be prepared for all incoming payments;
      (3) all funds be deposited intact on a regular basis to ensure limited in-school storage;
      (4) all outgoing payments be made by cheque;
      (5) all payments be supported by appropriate documentation including an invoice, verification of receipt of goods or services, and cheque number;
      (6) all authorized signatures be provided after the cheque is fully completed, including the amount and the payee;
(7) all records be maintained using double entry accounting;
(8) a bank reconciliation be reviewed by the principal or designate monthly;
(9) as required by federal and provincial regulations, financial records, reports, bank documents, and revenue and expenditure documents must be stored for at least seven years.
(10) items acquired from school raised funds or donated to the school will become the property of the Eastern School District. It is understood that if these items are no longer required in the school initially designated for use, the Eastern School District has the authority to identify an alternative use or disposal of the item.
(11) items valued at more than $500 will require a letter of understanding describing the item and indicating if the item is to be returned to the donor if no longer required.

B. The District business office will provide assistance to schools in the establishment and use of appropriate accounting procedures. SchoolCash.net is the preferred accounting system. Approval of the Director of Corporate Services is required to operate an alternative accounting system.

3. Annual Financial Statements
By the end of September, an annual financial report is to be submitted to the Director of Corporate Services for each bank account not managed by SchoolCash.net. The annual financial report must include the following:
A. The bank balance at the beginning of the reporting period (this amount should match the ending balance from the previous reporting period).
B. The total cash receipts for the year, along with the classification or categorization of funds collected during the year, identified by source.
C. The total disbursements for the year, along with the classification or categorization of these funds, identified by purpose.
D. The closing account balance from the school journal, as well as a copy of the bank statement, showing the bank’s final balance, and the reconciliation summary that accounts for any variances.

All financial reports, including SchoolCash.net will be subject to audit by the internal auditors every four years. School administrators may request an internal or external audit at any time. An internal audit will be conducted whenever there is a change in administration.

4. Annual Report
No later than December in each year, the Director of Corporate Services will prepare a report for the Board that summarizes the financial results reported by each school under Section 3.

5. Conflict of Interest
A. No employee of the District will handle funds when that employee is in a conflict of interest or perceived conflict of interest situation.
B. An employee in a conflict of interest or apparent conflict situation will report this to their principal or designated supervisor.
6. **Supervision**  
   A. The principal or designate will supervise employees who handle cash or maintain accounting records.  
   B. The principal or designate will maintain a list of all bank accounts, authorized signing officers, and approved fundraising activities.  
   C. The principal or designate will ensure the regular preparation of financial statements, and will review such statements at least quarterly.  
   D. Principals will be responsible for ensuring that school employees comply with these regulations.  

7. This regulation applies to funds which are collected by students or school staff and may include student fees, field trip fees, band fees, sale of goods, athletic fees, donations, extra-curricular fees, reimbursement of school expenses, locker rentals, and photocopy charges.  

8. Funds that are not directly related to the school are not controlled by this regulation. Such funds include staff social funds and funds raised by parent or community groups for which the principal does not authorize signing officers.

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