

**General School Accounting Guidelines  
Procedures For Fundraising**

Date: November 2011

Please find attached the following sections:

- A. General School Accounting Guidelines
  - B. Procedures for Fundraising
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**A. GENERAL SCHOOL ACCOUNTING GUIDELINES**

These guidelines have been prepared to provide assistance to schools in implementing accounting/administrative procedures for the following functions:

- I. School Funds
- II. Enrolment
- III. Moveable Equipment Inventory
- IV. Software Inventory
- V. Payroll
- VI. Parent Council Funds

The District Business Administrators may be available to provide assistance to parent councils if required in setting up the financial records and in reviewing the annual financial statements. All requests for such assistance **must** be made through the school principal to the District Superintendent.

These guidelines shall be followed to ensure best practices are being followed and the school is operating in a business-like manner.

Please contact your District Superintendent if you have any questions.

## **I. SCHOOL FUNDS**

The following guidelines are provided for administering and accounting for school funds in the following five categories:

### **1. Cheques**

A minimum of three (3) signing authorities are required with cheques to be signed by any two of the three signing authorities. This ensures that any request for payment by one of the signing authorities can be reviewed and approved by a different signing authority.

No cheque shall be issued or signed unless there is adequate documentation provided.

Each signing officer shall review the documentation provided. This control will ensure that the intended purpose of the expenditure is appropriate.

No cheque shall be issued to any signatory of the cheque (i.e. a person cannot sign a cheque to him or herself).

Cheques shall be pre numbered and issued sequentially to ensure all cheques are recorded.

Blank cheques and cancelled cheques shall be kept in a locked cabinet. Access to the cabinet shall be restricted to the principal and head clerk.

Blank cheques are not to be pre-signed under any circumstances.

The head clerk shall review outstanding cheques at month-end to determine if any cheques are stale-dated. All stale-dated cheques shall be voided and the principal shall be informed. Cheques shall be re-issued only if determined that the amounts are still owed by the school.

Voided cheques are to be crossed out and have "Void" written across them. The signature blocks on voided cheques shall be blackened out or cut out.

Each cheque voucher shall have a signature from the person who received the goods or services. In addition, the cheque voucher shall have a signature of approval for payment from the principal or vice-principal.

Prior to writing cheques, the head clerk shall ensure that sufficient funds exist to cover all cheques issued.

There shall not be any cash withdrawals from the school bank account and no cheques are to be made payable to Via\_eFunds.

Schools shall not order or purchase any personal items for any staff member or a member of the general public with the intention of selling that item to that person.

### **2. Bank Accounts and Deposits**

Bank accounts are to be opened in the name of the school and all revenues are to be deposited to this account.

One bank account is to be used for all school programs.

All funds received are to be receipted for accounting and auditing purposes. Receipts are to be issued to the individual who remitted the money or to the parent/student who paid for the services. The school will determine the person(s) responsible for issuing receipts.

When submitting cash to the office, teachers shall sign and date the remittance slip. These remittance slips are to be attached to the school's copy of the receipt.

Receipts shall be issued immediately upon receipt of the cash.

Deposits shall be made within two or three days after receipts have been issued. Under no circumstances is cash to be left in the school overnight.

During the day, access to a locked filing cabinet with undeposited cash shall be restricted to the person responsible for the cash.

As required, the school may maintain a petty cash account. The total of the actual cash on hand plus expense receipts shall equal the determined pettycash float amount.

When making bank deposits, the head clerk will reconcile all receipts issued to the corresponding deposit. This will provide assurance that all receipts for the month have been deposited.

Courier costs to make a bank deposit can be charged to a Central Account, up to a maximum of three deliveries per week.

Dasher will forward a monthly invoice for all bank deposit deliveries along with each way bill to the Division. Once the maximum number of deliveries for the month has been reached any further courier charges will be charged to the school budget. Each school will be assigned a Dasher Account number for tracking purposes.

Investment balances shall be updated on Via\_eFunds.

### **3. Reports**

The District Business Administrator will review the year-end financial records to ensure that all required reports have been printed and filed.

Each month the principal shall review and sign the following reports within a reasonable period of time:

Bank Reconciliation

Fund Ledger Reconciliation

### **4. Fundraising**

The decision on how money is to be spent from school fundraising must be identified prior to beginning the fundraising.

Funds from fundraising activities shall be spent only on those activities related to the purpose of the fundraising activities.

Separate ledger accounts shall be established for each fundraising activity to monitor and report accurately on the associated revenues and expenditures.

For fundraising projects that have ongoing activities extending into the following year, the fundraising account balance shall not be reallocated to the general fund account at year-end.

On a timely basis, the principal shall review the fundraising records to ensure they are being maintained accurately by the person in charge of the school fundraising project. Detailed records shall be kept of all monies received and receivable from individuals involved in the fundraising activity. All funds shall be deposited in the schools' bank account.

For fundraising activities involving the sale of product (i.e. wrapping paper sales), reconciliation(s) shall be made on a timely basis of cash received and unsold product on hand.

The principal shall periodically review the fundraising account expenditures and revenues to ensure that all expenditures and revenues are correctly coded and accounted for.

Monies raised by the Parent Council to be administered by the school are to be spent only on those activities for which these monies were originally raised. All funds received from the Parent Council will become part of the school's funds and will be administered within policies/procedures of the School Division.

The annual Civic Charities fundraising report incorporating school and parent council fundraising is to be submitted to the Secretary-Treasurer's Department by August 31st for the previous school year; a "nil" report is required. (See G2 – Civic Charities Permit).

## **5. Other Issues**

Prior to approval, the principal/head clerk shall review all claims for reimbursement to the Winnipeg School Division for correct coding to ensure all GST has been properly recorded on the form.

All book purchases which are claimed for reimbursement shall be coded to object code 7405 or 7402 (Library books), or 6500 (P.D. books).

Payments made to employees for additional work must be authorized by the District Superintendent. Such authorized payments are to be made via the payroll system.

See item E11 – Professional Development for direction on requirements for S.A.R. forms.

All orders and MTBB website orders are to be signed and dated by the principal to authorize the expenditure.

## **II. ENROLMENT**

The following guidelines are provided in relation to controls over enrolment. It is the principal's responsibility to ensure that the September 30th enrolment is recorded in accordance with Manitoba Education requirements. This responsibility cannot be delegated.

The principal shall ensure that the instructions for the September 30th enrolment count have been distributed to everyone involved.

The principal shall ensure that all teachers understand the instructions.

Each homeroom teacher must sign and date the September 30th enrolment count after performing the task.

The principal shall select a few classes to perform his/her own recounts to verify accuracy.

During the morning of September 30th, the head clerk or designate shall review all the September 30th homeroom enrolment counts and follow-up on any absences later in the day to determine if the student attended in the afternoon.

For students who commence attendance at a new school between October 1st and October 10th a school clerk shall contact the former school to confirm whether the student has been included in that school's September 30th count. Any questions on the eligibility of students for grant purposes as of September 30th shall be directed to the Secretary-Treasurer's Department.

The principal must review the calculations of the full-time equivalency for graduate and adult students to ensure that they have been properly calculated in accordance with Manitoba Education requirements.

The principal will review and sign the September 30th Attendance Verification Report.

The principal must ensure that the required enrolment information is available. This information shall include September 30th homeroom enrolment counts, September 30th School Attendance Verification Report, the report from the Division's Student Administration System, and all documentation pertaining to the reason for including "C" students.

At the start of the school year, the head clerk shall review the student description forms and cumulative folders to determine that forms have been completed correctly and that all required information such as birth certificates, transcripts, etc. has been obtained.

### **III. MOVEABLE EQUIPMENT INVENTORY**

The following guidelines are provided for control over the moveable equipment inventory:

- To provide accountability for inventory records, one individual is to be assigned responsibility for the maintenance of the moveable equipment inventory database.
- On a periodic or timely basis, the principal and the person in charge of moveable equipment shall review the inventory records to determine if the inventory listing is current and whether items shall be added or removed.
- As equipment is received, the person in charge shall review all invoices/purchase orders received with the head clerk to determine if any additional new equipment valued over \$200 was received and shall be added to the inventory. The equipment is to be engraved with the Division's identification indicator (WSD) and labelled with the Division's bar codes. Section G6 -Equipment Inventory Procedures of the Administrative Handbook provides the definition of equipment.
- One individual shall be assigned to verify the reconciliation of the annual inventory count to the inventory records. The principal shall review the reconciliation after completion.
- Form 3-89 is to be used for the disposal and/or pickup of furniture. The completed form shall be reviewed and approved by the principal. In addition, the principal or designate shall physically inspect the equipment and determine if it should be disposed of prior to signing. The completed form is to be forwarded to the Stores buyer for action. Principals shall refer to Policy DN/DN-R for options regarding the disposal of equipment.
- Any equipment removed for repairs must be tracked and followed up on a timely basis to ensure that it has been returned to the school.
- Section G6 – Equipment Inventory Procedures of the Administrative Handbook provides further information on the procedures for the inventory of moveable equipment.

### **IV. SOFTWARE INVENTORY**

The following guidelines are provided for controls over software inventory:

- The principal shall designate one person to be in charge of the software inventory list and for the installation of all software in the school.
- The principal shall approve all software installations prior to their being made.

- The principal shall ensure that for each new computer purchased controls are in place to limit staff ability to perform software installations.
- All software licenses shall be located in a single location at the school.
- Periodically, the designated person in charge of the software inventory list shall review all software invoices/purchase orders with the head clerk. This procedure will provide reasonable assurance that the software inventory is accurate.

## **V. PAYROLL**

The following guidelines are provided for controls over payroll information:

- The principal must review all Short Leave of Absence requests and is responsible for making a recommendation in accordance with policy.
- The principal must sign all sick-leave forms and forward them within a reasonable period of time to the Payroll Department.
- The principal shall review and sign the monthly absence listing on the last working day of each month.
- On a daily basis, the head clerk shall review the daily staff sign-in sheets for any absences and ensure that the staff members have completed the appropriate forms.
- Individual staff members are responsible for recording their absences on the Division's Absence Reporting system.
- At the end of the month, the head clerk shall verify all sick leave and short-leave forms to the Absence Reporting system printout to determine if any staff member did not phone the Absence Reporting system.
- Medical certificates are required for any absences for illness in excess of three (3) days. A medical certificate may be required for any absence or illness if requested by the superintendent or designate.
- The principal must sign substitute teacher assistant timesheets on a daily basis

## **VI. PARENT COUNCIL FUNDS**

In accordance with Policy KI – Fundraising and Policy KMA – Community Involvement in Education, Parent Councils may initiate and coordinate fundraising projects in consultation and with the approval of the school principal where staff and students are involved. With the approval of the school principal, Parent Councils may also initiate proposals for funding from outside organizations.

Parent Councils can raise funds or obtain grants only for the school and only after a specific purpose has been identified for which the fundraising or application is required.

The principal will work with the Chairperson of the school's Parent Council to develop procedures for all fundraising activities involving parents in accordance with the Winnipeg School Division School Accounting Guidelines.

Training, advice, and clarification can be provided by Division personnel and is to be arranged through the school principal.

**Definitions**

Parent Council Funds can be defined as being in one of three (3) categories, depending on the source of revenue:

i. **Category A**

Monies raised by the Parent Council in the name of the school with involvement of students. Examples include any door-to-door solicitation by students/parents in the community.

ii. **Category B**

Monies raised by the Parent Council in the name of the school with no involvement of students.

iii. **Category C**

Monies obtained by the Parent Council in the name of the school through a grant from various organizations or agencies

**General Guidelines**

- a) A bank account shall be opened in the name of the Parent Council and all revenues shall be deposited to this account.
- b) Separate ledger account records shall exist for each program or fundraising activity (lunch room program, play structure project, etc.) to monitor and report accurately on the associated revenues and expenditures for each fundraising activity.
- c) Two (2) signing officers shall be required to sign all cheques written on behalf of the Parent Council. One of the signing officers **should** be the school administrator.
- d) No cheque shall be issued to any signatory of the cheque (i.e., a person cannot sign a cheque to him/herself.)
- e) No cheque shall be issued or signed unless there is adequate documentation provided, so that the signing officers have full knowledge of the purpose of the payment. Full documentation is required as soon as possible after the expenditure.
- f) All funds received shall be receipted for accounting and audit purposes. For clarification, one receipt shall be issued for the entire daily collection of lunch program fees, one receipt for hot dog days' monies, etc. where each individual payment received from a family/student is small but the overall total monies received may be significant.
- g) Receipts for lunch program fees will be provided to parents on a periodic basis on request.
- h) No blank cheques (for either an unknown vendor and/or an undetermined amount) shall be signed.
- i) Before making any major purchase or entering into a contract with any supplier or outside organization, the President or a member of the Executive (if one exists) is advised to consult with the School Division, so that such a purchase or contract can be reviewed with respect to legal requirements, tax rebate or tax exemption benefits, and purchase and tendering requirements under the Public Schools Act.
- j) The Treasurer of the Parent Council shall present a written financial statement of the Parent Council's accounts at each meeting of the organization (minimum of three times

a year) and shall submit a copy of each financial report to the principal who shall retain one copy on file at the school for a seven (7) year period. This financial statement shall consist of at least:

- i. A reconciled bank statement as of the end of the preceding month.
  - ii. A listing of all issued cheques indicating name of payee, amount and purpose.
  - iii. A statement of revenue and expenditures for each fundraising activity.
  - iv. An annual Financial Statement shall be presented to the annual general meeting of the Parent Council with a statement that the accounting records have been reviewed by an individual with an accounting background who is not a member of the Parent Council.
- k) The decision on how monies are to be spent from Parent Council Funds shall be made by the Parent Council in relation to the purpose identified at the time of fundraising.
  - l) Monies handed over by the Parent Council to be administered by the school are to be spent only on those special activities for which these monies were originally raised. All funds received from the Parent Council will become part of the school's funds and will be administered in accordance with all School Division policies/procedures.
  - m) No cash or valuables are to be left in the school overnight.

## **B. PROCEDURES FOR FUNDRAISING**

These procedures are provided to assist the schools and parent councils with their fund-raising activities and to ensure that all accounting controls meet the Winnipeg School Division Guidelines and General Accepted Accounting Principles. The procedures are also an attempt to standardize fund-raising procedures Division wide.

Following are procedures for three types of fundraisers:

- I. School-Based Fundraisers**
- II. Product Selling Fundraisers**
- III. "A-thon" Fundraisers**

If you are having a fundraiser that does not fit into these three categories, please contact your District Business Administrator who will assist you in developing procedures that are suitable for your fundraiser.

The main objective of the guidelines is to ensure an appropriate audit trail to justify every transaction. The audit trail will assist the internal auditor, parents and teachers in assessing the success of the fundraising activity.



**Please note:** As per Winnipeg School Division guidelines, all monies collected from a fundraiser must be deposited into the school's bank account. Purchases **cannot** be made using the cash collected. The fundraising coordinator asked to purchase prizes, supplies etc. will be reimbursed by the school on a timely basis. The fundraising company should be requested to invoice the school for the product and the school will provide a cheque.

As well, please note **E5** – 'Fundraising Activities'.

"All fundraising activities must have a written stated purpose which is established before the fundraising activities are undertaken. The purpose must be shared with the students, parents and those from whom the funds are obtained."

### **I. School-Based Fundraisers:**

1. Every fundraising activity must be approved by the School Administration.
2. A fundraising coordinator is to be assigned.
3. Fundraising coordinator's responsibilities:
  - Distributes product to the classrooms and keeps a record of such.
  - Distributes clear direction on how the fundraiser is to be conducted.
  - Ensures that all monies collected will be submitted to the school secretary.
  - Ensures that all unsold product is accounted for.
  - Collects funds from NSF cheques.
  - Upon completion of the fundraiser, forwards the fundraising records kept by the coordinator to the school office.
  - Purchases prizes and supplies and claims reimbursement.
4. School Secretary's responsibilities:
  - Creates a separate fund account in Via\_eFunds for each fundraiser. This fund account will be used to record all the monies collected and record all expenses incurred from the fundraiser.
  - Deposits all monies collected in the appropriate fund account.
  - Provides a cheque to pay for the fundraising product.
  - Reimburses the fundraising coordinator for the cost of prizes and supplies associated with the fundraiser.

To provide a stronger audit trail for the monies that are collected for the fundraisers, please ensure the following:

  - Monies are cross referenced with the remittance slip or a deposit envelope that the teacher has filled out. Please note it is important that the remittance slip or the deposit envelope is kept on file. Two options:

- Option one: Staple remittance slip or deposit envelope to school copy of the receipt
- Option two: Remittance slip or deposit envelope are returned to the teacher. The teacher will keep the remittance slip or deposit envelope in a fundraising file. This file must be returned to the office at year end time.
- Receipts are made out to the teachers. The description of the receipt should include the fundraiser type and room number. The top portion of the receipt is returned to the teacher.

## **II. Product Selling Fundraisers**

Ensure that any products sold are in line with School Division Policy IGAEA – Nutrition.

### Fundraising Coordinator's responsibilities:

1. Obtains approval from the School Administration to conduct the fundraiser.
2. Distributes the product using the control sheet (exhibit 1).
3. Provides class lists, remittance slips or deposit envelopes and instructions to the teachers (exhibit 2 and exhibit 3).
4. Follows up on NSF cheques.
5. Obtains all unsold product upon completion.
6. Completes summary portion of the control sheet.

### Classroom teacher's responsibility:

1. Uses class list provided to record how much product was given to each student.
2. Uses the class list to read how much money each student handed in.
3. Forwards the monies collected to the secretary using the remittance slip or deposit envelope.
4. Keeps a fundraising file which will include the class list and receipts that you have received from the secretary.
5. Forwards the fundraising file folder to the office by June 30.

### III. “A-thon” Fundraisers

#### Fundraising Coordinator’s responsibilities:

1. Obtains approval from the School Administrations to conduct the fundraiser.
2. Distributes the pledge sheet to each classroom.
3. Provides class lists, remittance slips or deposit envelopes and instructions to the teachers (exhibit 2 and exhibit 3).
4. Follows up on NSF cheques.
5. Obtains all pledge forms.
6. Completes summary portion of the control sheet.

#### Classroom Teacher’s responsibilities:

1. Uses the class list to record how much money each student handed in.
2. Forwards the monies collected to the secretary using the remittance slip or deposit envelope.
3. Forwards pledge forms to fundraising coordinator.
4. Keeps a fundraising file that will include the class list and receipts that you have received from the secretary.
5. Forwards the fundraising file to the office by June 30.