



School Based Funds - **What the SAC should know**

Forest Heights Community School

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Outcomes

You will:

- Have an understanding of the various funds your school has available to them.
- Have an understanding of who is responsible for these funds.
- Have an understanding of the how the SAC roles align with the School Based Funds.



Why is this an important topic?

- The Board is a public entity accountable to the taxpayers, parents, students, and our funding providers/partners.
- Managing these funds is important to ensure our financial resources are used wisely and for the purpose it was intended.
- Focus is on the protection of all parties involved.
- Financial information is often used to make key decisions in our students education.

Types of School Funds

1. Funds held at the School:

- All funds available to or managed by the School.
- Recorded in an accounting system called SchoolCash or KEV.
- Examples include:
 - School Based fees – student fees, activity/sport fees.
 - Sale of goods or services – student agendas, yearbooks, pictures, etc.
 - Donations, grants and fundraising.
 - Cafeteria sales.

Types of School Funds

1. Funds held at the School (continued):

- These funds do not include funds which are not controlled by the Principal.
- Examples of these are funds of the following groups:
 - School Advisory Councils.
 - Home and School Associations.
 - Society of the School Board governed by a Society agreement. Eg. Cafeteria Society

Types of School Funds

1. Funds held at the School (continued):

- There are two categories of funds held at the school level:
 1. General Purpose (Unrestricted) Funds:
 - Funds collected or raised for general purpose like through contracts, fees and or general fundraising activities.
 - No specific intent
 - Must be used for general school related activities
 - Goal – spend funds collected on students which are attending the school during the year it was collected. Eg. Spend student fees on those students who the fees were collected from.

Types of School Funds

1. Funds held at the School (continued):

- There are two categories of funds held at the school level:

2. Specific Purpose (Restricted) Funds:

- Funds collected or raised for a specific purpose like for a class trip, a grant provided to the school, extracurricular activities.
- Goal – spend funds collected on that activity.
- These funds can roll over year over year until the activity has been completed.
- If the activity has been completed and funds are remaining, a decision by the controlling parties can be made to transfer funds for general spending.



Types of School Funds

2. Funds held at the Board:

- Each year the school receives a Supplies & Materials budget amount held at the Board office.
- The amount is based on the prior year enrolment.
- If the full amount is not spent by fiscal year end (March 31) it carries forward to the next fiscal year.
- Funds are either spent through the Board office or are purchased at the school level and billed to the Board.



Responsibilities

1. School Support Staff:

- Records all transactions that run through the funds held at the School level.
- Work with the Board Finance Staff to ensure transactions that go through the Board office funds are appropriate.
- On a monthly basis complete tasks like the bank reconciliation, reimbursements to the Board and the HST rebate application.
- On a monthly basis, prepare reports for the Principals review like the Trial Balance report, Transaction Report and Monthly Bank Reconciliation Report.



Responsibilities

2. Principal:

- Is responsible for all school funds.
 - How?
 - Approves all expenditures.
 - Monitors supporting documents and various reports to ensure accurate records are kept for receipts and disbursements.
- All of the above ensures that the school can be accountable to their financial position upon request by the Board, various school groups and/or the community.

Responsibilities

3. Board Finance Staff:

- Provide support to School Administration and Support Staff.
- Add, modify and delete categories that make up the trial balance.
- Record transactions that are to go through the Board funds.
- Audit the school financial statements and provide a report to the School Administration, Support Staff, the Audit Committee (if applicable) and applicable Board Administration and groups (eg. Board Audit Committee).



The role of the SAC

1. You are an advisory body to the Principal and the Board

- May need to review financial information to support some of the duties the SAC is responsible for like:
 - Advising School Staff on fundraising efforts.
 - Advising School Staff on funding for curriculum and student support services.
 - Participation in writing and reviewing of annual reports.
 - Recommend a school improvement plan to the School Board.
 - When serving on a School Options Committee or a Site Steering Committee
- In order to request this information, you need to know what information is available!



The role of the SAC

2. Participate on the School Based Audit Committee:

- Current Policy # 530 – School Based Funds:
 - SAC requests volunteers to serve on the Schools Audit Committee.
 - Have a member serve on the committee.
- Proposed changes to Policy # 530 – School Based Funds:
 - Principal requests volunteers to serve on the School Audit Committee.
 - Have a member serve on the committee.

The role of the SAC

2. Participate on the School Based Audit Committee (continued):

- Per the Board Policy # 530 – School Based Funds – every school with an enrolment of more than 300 students is required to have an Audit Committee.
 - Proposed revision – change from 300 students to 500.
- How can the SAC help?
 - Follow up with Principals' if there is no Audit Committee set up in your school.
 - Have a volunteer(s) serve on the Audit Committee.



The role of the SAC

2. Participate on the School Based Audit Committee (continued):

Who is on the School Audit Committee:

- Shall have three members from the following organizations:
 - School Advisory Committee.
 - Home and School Association.
 - Parent Support Group.
 - School staff.
 - School staff involved in School Based funds are excluded.
 - Community members.

The role of the SAC

2. Participate on the School Based Audit Committee (continued):

What is the role of a School Audit Committee?

- To receive and review the budget for school accounts from the Principal.
- To receive and review the Annual Statements of all school based funds.
- To receive a School Funds Audit prepared by the Board Finance Staff (if applicable that year).
 - To review recommendations from the Audit Report.
 - To advise the Principal on the recommendations to improve controls and reporting around financial information at the school level.

The role of the SAC

2. Participate on the School Based Audit Committee (continued):

- Board plan – start School Based Internal Audits November 2017.
 - Rolling 6 month schedule.
 - Starting with 1 school a month.
- How can the SAC help?
 - Know their responsibilities as a member of the Audit Committee in relation to the School Based audit.



Resources

- Finance Policies (<http://www.ssrsb.ca/finance-policies-sp-652/>)
 - Policy 530 – School-Based Funds.
 - This policy is currently being reviewed.
 - An invitation to comment was sent out with the deadline for responses November 13th.
- School-Based Funds Handbook (<http://www.ssrsb.ca/finance-forms-a-documents/>)
 - This Handbook outlines how to manage school-based funds.
 - We are working on various revisions.... Stay tuned!



Any Questions?



Thank you
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