



***Financial Guidelines for:
SSRCE Athletic Teams, Clubs, Class Trips, and Other Projects***

Introduction:

School teams, clubs, class trips and various other school projects provide the student body with an enriched learning experience. While these all have different purposes/experiences, there is a common requirement to be fiscally responsible to the school, students and parents.

The following is a list of important financial guidelines. It is not an exhaustive list, but highlights those that are of significant importance.

School staff should also reference Policy # 207 Student Co-Curricular and Extra-Curricular Trips ([Microsoft Word - Policy 207 Student Co-Curricular and Extracurricular Trips .docx](#))

Financial Responsibilities – General

Please find below general guideline that are to be followed:

1. Overall Responsibilities:

- Each team/club/trip must have a designated accountant/treasurer with ideally with financial training and experience.
- A detailed, balanced budget must be provided to the school administration at the beginning of each season.
- Budgets should include expected expenses such as fees, equipment, food, lodging, and mileage.
- Expected expenses can include the cost of substitutes should it be known and required.
- Any participant fee increases must be approved by the school administration.
- Fundraising events must be pre-approved in writing by the school administration.
- Financial contributions required from students or parents must be communicated at the beginning of each season.

2. Financial Management:

- A detailed inventory of school/team equipment and clothing must be maintained.
- Significant equipment and supplies orders must be approved by the team accountant and reviewed with the school administration.
- Finances must be recorded in the school-based funds software (KEV) and



- deposited into the school bank account.
- The use of School Cash Online should be prioritized for the collection of all funds.
- If cash deposits are collected, they must be made intact with detailed supporting records.
 - Expenditures are not to be paid from funds collected.
 - Receipts must be issued for cash contributions and copies provided to the school administration.
- Disbursements must have detailed original supporting documentation.
- Mileage reimbursements require a calculation of kilometers driven multiplied by the relevant rate per kilometer.
 - Please note: the budget may only allow a partial reimbursement.
 - Reminder, these funds are from parents and/or fundraising efforts.
 - If travel reimbursement occurs, it should be inclusive to all that travel (i.e. not just school staff).
- Expenses must not include alcohol purchases.
- Teams/clubs/trips must operate at a breakeven point or a small surplus.
 - School administration can financially support if unplanned/unbudgeted expenditures are required.

3. Reporting and Compliance:

- The accountant/treasurer must obtain and review financial reports monthly for accuracy and budget compliance.
- Coaches, leaders, and volunteers must be aware of insurance implications and have completed necessary forms.
- Additional financial guidance can be found in relevant policies and handbooks on the SSRCE website. A few as follows:

Policy # 370 Co-Curricular Bus Trips ([Microsoft Word - Policy 370 Co-Curricular Bus Trips.docx](#))

Policy # 520 Staff Travel and Expenses ([Microsoft Word - Policy 520 Staff Travel and Expenses.docx](#))

Policy # 530 School Based Funds ([Microsoft Word - Policy 530 School-Based Funds.docx](#))

Policy # 550 Procurement ([Microsoft Word - Policy 550 Procurement.docx](#))

Policy # 685 Volunteer Policy ([Microsoft Word - Policy 685 Volunteer Policy .docx](#))

SSRCE School-Based Funds Handbook ([ABOUT THIS HANDBOOK](#))

If you need more details or have any other questions, feel free to ask!