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SCHOOL GENERATED FUNDS

Introduction

BACKGROUND

Wetaskiwin Regional Public Schools (WRPS) supports the generation of funds at the school level to support and enhance the student learning experience. Changing attitudes in society require schools and school boards to be increasingly accountable for the use of public funds. Thus, WRPS authorizes school and community participation in procuring School Generated Funds (SGF) provided that the projects are:

- Consistent with the mission, vision, values and beliefs of WRPS
- Considerate of the interests of students, staff and community, and
- In compliance with local and provincial policies and agreements

SGF are defined as funds raised at the school community that come under the control of the principal and his/her designate and are for specific student purposes and activities. SGF accounts are administered wholly at school sites. SGF monies are collected, receipted and deposited and SGF expenditures paid by the school administrative staff.

OBJECTIVES

- Provide appropriate guidance, authority and protection to school staff and fundraising volunteers by providing specific administrative procedures for the administering, recording and reporting of SGF
- Meet the public’s expectations and validate the public’s trust regarding the stewardship of school generated funds, both school and parent administered
- Ensure consistency and standardization of procedures across all schools within WRPS
**INTRODUCTION – continued**

**SPECIFICS**

**Key Considerations in the Development of the Procedures**

- The procedures have been developed and written with the principal and the administrative assistant in mind
- The procedures should be as simple as possible in order to assist schools in administering, recording and reporting the various types of funds and expenditures flowing through the SGF accounts
- Recognizing the time constraints, which exist at all schools, they establish the minimum requirements, which shall be followed to address accountability relating to the management of SGF.

**About the Procedures**

- The information presented in a particular section is not exclusive and shall not be read in isolation from another section
- These procedures do not supercede WRPS administrative procedures currently in place
- It is expected that this document will be updated on a periodic basis to reflect changes as required.
Sources and Uses of SGF

Background

Funds are generated in schools from a number of different sources and used in a number of different ways. These procedures apply to all funds that are received, raised, or collected in the name of the school or school activity. These funds are under the direction and control of the school principal.

Objectives

- To identify and categorize the sources of SGF to which these procedures apply
- To outline generally acceptable uses of these funds and unacceptable uses of these funds

Specifics

Categories of SGF

1. School generated fund raising for charities and/or specific events/initiatives. (Fundraising Revenue)
   - In this category, schools hold special fund raising drives to either assist a local or well known charity (such as the Terry Fox Run) or to provide funds to support a specific event in the school, such as field trips. In this category, the staff in the school organizes and runs the fund raising activity without the involvement of the School Council.

2. Funds raised through local school initiatives (Fundraising Revenue)
   - In this category, schools raise funds from such things as chocolate bar sales, etc. Any profits generated are retained at the school. Any contracts entered into must conform to WRPS purchasing procedures (refer to Section 12 Purchasing) Other examples of Fundraising Activities may include: pizza sales, hot dog sales, bake sales, school dances, school clothing sales, book (non-textbook) and magazine sales.

3. School generated fees for services, athletics, etc. (Student Fees)
   - In this category, generally at the secondary level, the school collects a fee at the beginning of the school year to cover costs related to such things as purchase of yearbooks, athletics participation fees, fieldtrips, etc.
Sources and Uses of SGF - continued

Categories of SGF - continued

4. Funds donated to schools (Donations Revenue)
   This category deals strictly with donations made to a particular school either for a specific purpose or for general use. Such donations may be eligible for a charitable donation tax receipt (refer to Section 14 Charitable Donations)

5. Other SGF (Other Revenue)
   In this category, all revenue collected by the school which is not related to instructional material fees, program fees and does not fall under any of the above described categories, would be recorded as Other Revenue. Examples include: vending machines and school picture rebates

Acceptable and unacceptable uses of SGF

- All purchases made using SGF must comply with Board policy and administrative procedures
- Funds raised for a specific purpose shall be used for the intended purpose. For example, student activity fees charged for yearbooks shall be used for the purchase of these items
- The accounting records shall track each activity separately
- If the activity is of an ongoing nature residual amounts in that category at the end of one school year shall roll forward to the next year, and not be used for another purpose
- Residual amounts in one-time categories shall be disclosed as such, if they are to be transferred to other activities
- Refunds shall be considered where large surpluses remain in one-time activities
- Deficits for any activity shall not be permitted, unless subsidized by other general fundraising activities
- Funds raised for general purpose with no specific intent must be used for non-curricular related activities, at the discretion of the school principal and may require school council input.
SOURCES AND USES OF SGF - continued

A list of unacceptable uses of SGF would include:

- Goods or services from employees
- Mileage reimbursements to employees
- Monetary payments to employees (including honorariums) for services
- Investments other than those permitted. See section 4 Fiscal Accounting – Investments.

General rules:

- No WRPS employee involved in the generation of SGF shall be in a position to benefit financially from that activity
- All material and equipment purchased for schools out of SGF shall become the property of WRPS
- All materials and equipment purchased for schools by groups, organizations, societies or individuals, which are donated to a school, shall become the property of the WRPS.
- All materials and equipment loaned to schools by groups, organizations, societies or individuals, where there are written conditions provided to address the lending arrangement, shall be returned to the lender at the conclusion of the arrangement.
- A community group raising funds for donation to the school shall retain all responsibility for financial reporting and control, and any attendant liability for its activities until the school accepts the funds
- A school shall not borrow money, make purchases on time payment plans or lend money without prior approval of the Superintendent (or designate)
- All funds received from the rental of facilities are to be remitted to central office so that the monies can be applied to the Operations and Maintenance department budget, to offset custodial and utility expenses.

Caution

Expenditures made from SGF that do not directly benefit students in the school are subject to greater scrutiny and may require further justification.
ACCOUNTABILITY – ROLES & RESPONSIBILITIES

BACKGROUND

The Board has a responsibility to ensure that all SGF are collected in accordance with Board policies, administrative procedures and municipal, provincial and federal laws and regulations. This responsibility includes ensuring that all funds are adequately protected, that they are controlled through proper accounting procedures and that accountability for the funds is maintained.

OBJECTIVES

➢ To clarify the roles and responsibilities of individuals involved with SGF

SPECIFICS

Roles and Responsibilities of the Superintendent

➢ Ensure principals adhere to Board policy and administrative procedures
➢ Provide SGF financial reports to the Board on a regular basis

Roles and Responsibilities of the Associate Superintendent: Business or designate:

➢ Establish procedures for SGF
➢ Provide training to staff on the appropriate application of procedures
➢ Receive and maintain a central file of financial reports. See Section 5 Financial Reporting

➢ Verify that schools are complying with reporting requirements of the procedures for SGF (particularly Sections 4, Fiscal Accounting and Section 5, Fiscal Reporting)

➢ Report to the Superintendent:
  o if funds are stolen or lost
  o any misuse of funds
  o failure to follow any policy or procedures.
ACCOUNTABILITY – ROLES & RESPONSIBILITIES-continued

Roles and Responsibilities of the Principal

- Ensure that the procedures for SGF are implemented in compliance with Board policy and /or administrative procedures
- Act as one of the approved signing officers on school bank accounts. This may be delegated to a vice-principal, where appropriate
- Communicate responsibilities for receipts, disbursements, banking and record keeping to all appropriate staff members
- Ensure that processes are in place to adequately control the funds within the school including security over cash and records
- Ensure that all funds collected are deposited in a timely manner into the school bank account
- Ensure that there is a teacher advisor for each club or class involved with financial transactions
- Review, initial and date the monthly bank reconciliation
- Review SGF financial records monthly
- Review, sign and date the financial reports submitted to central office
- Distribute and/or make available the financial reports as outlined in Section 5, Financial Reporting
- Notify the Associate Superintendent: Business immediately if funds are lost or stolen
- Ensure that the school or any individual associated with the school does not enter into any contracts in the name of the school or WRPS other than those identified in Section 12, Purchasing
- Ensure that the School Council Chair is aware of and understands their roles and responsibilities
- Provide regular SGF financial information to the School Council.
ACCOUNTABILITY – ROLES & RESPONSIBILITIES-continued

Roles and Responsibilities of the Administrative Assistant

- Implement the procedures for the SGF as directed by the principal
- Act as one of the approved signing officers on the school bank accounts
- Count and verify funds received for deposit
- Prepare bank deposits and deposit funds at the bank on a regular basis
- Issue cheques ensuring that all requests for payments are properly supported and approved by the principal
- Record SGF transactions on a monthly basis
- Complete the monthly bank reconciliation
- Generate transaction reports and submit to principal for review on a monthly basis
- Advise the principal of deviations from the procedures outlined in this manual
- Assist during financial reviews
- Participate in WRPS sponsored training related to SGF
ACCOUNTABILITY – ROLES & RESPONSIBILITIES-continued

Roles and Responsibilities of Staff Members Directly Involved With SGF

➢ Collect money from students or other sources as applicable
➢ Count money collected and record amount and intended use on the Funds to be Deposited form #510-1, see WRPS website, as indicated in Section 4, Fiscal Accounting
➢ Ensure funds collected are delivered to the administrative assistant on a timely basis
➢ Ensure that invoices have the appropriate approvals and are delivered to the administrative assistant for payment
➢ Ensure details of financial activity related to their class or club are recorded correctly
➢ Ensure that funds received are disbursed as per the intent of the funds raised or collected
➢ Request and review transaction reports on a regular basis and advise the administrative assistant of any discrepancy
FISCAL ACCOUNTING

BACKGROUND

All schools shall have at least one bank account for monies collected at the school site, (i.e. instructional material and program fees which are remitted to central office and for SGF retained by the school). It is essential that controls be in place to assist in the management of all school funds.

OBJECTIVES

To simplify fiscal accounting practices while:

- Ensuring security of funds
- Protecting those responsible for handling the funds
- Maintaining adequate financial records.

SPECIFICS

The following practices represent minimum procedures recognizing the balance between limited staffing and the need to meet basic security and reporting requirements.

Establishing Bank Accounts

- Where schools participate in lotteries, bingos and casinos, an additional bank account must be maintained
- Bank accounts shall be in the name of the school
- Cheques for the school bank accounts shall be pre-numbered
- All bank accounts require two authorizing signatures. It is acceptable to have up to four signing officers. The principal/vice-principal must be one of the four
- The bank accounts established shall be such that statements are issued on a monthly basis along with returned cheques
- The bank statement cut-off shall be the last day of the month.
FISCAL ACCOUNTING-continued

Receipts
- Proper receipts shall be issued for all funds received
- All funds received shall be receipted prior to being deposited in a bank account
- All receipts issued must be reconciled to the deposit book on a monthly basis
- Any receipts cancelled must be noted on the receipt and retained
- All funds received at the school are to be stored on site in a designated locked and safe location, which has limited access
- All money collected is to be deposited intact to the appropriate bank account, in a timely manner. This means that expenditures are not paid from the cash collected. Total funds are deposited to the bank and a cheque written to pay for any expenditure
- All staff collecting money shall complete the attached Funds to be Deposited form and forward it to the administrative assistant in the school office. The administrative assistant shall count the funds remitted verifying the accuracy of the count and then issue a receipt of payment to the staff member
- Funds to be Deposited forms shall be retained as backup documentation which confirms the amount deposited
- When receiving funds directly from individuals or groups not employed by WRPS, administrative assistants shall count the funds remitted verifying the accuracy of the amount received and then shall issue a receipt of payment to the individual or group
- Where possible, money shall be counted in the presence of two individuals. At the very least a second person shall review and initial any deposits and corresponding backup documentation prior to a deposit being taken to the bank
- Cash receipts shall be posted to the appropriate account on a monthly basis
- Cash receipts must be pre-numbered and include the following details:
  1. Total amount received
  2. Name of the person or group remitting the funds
  3. Purpose for which the funds were received
  4. Date the funds were received
  5. Signature of the person receiving the funds (e.g. administrative assistant)
Disbursements

- All disbursements shall be classified and recorded promptly to the appropriate GL codes.
- All payments shall be made by cheque.
- All cheques issued must be signed by two signing officers.
- A school may have a small amount of petty cash on hand for emergency cash payments. The petty cash must be located in a secure, locked location with limited access.
- Pre-signing of cheques and signature stamps are prohibited.
- Payments shall only be made upon presentation of original invoices, receipts or other appropriate/proper supporting documentation approved by the principal or designate.
- Attach a copy of the cheque when issued, to the invoice or other supporting documentation
- Cheques made payable to cash or payments in advance to employees are prohibited.
- Reimbursements to staff for individual items in excess of $100 must be approved by the principal.
- All cheques shall be pre-numbered.
- All cancelled cheques must be marked ‘Void’ and retained.
- Unused cheques shall be stored in a designated, secure location in order to mitigate loss or theft.
- Goods and Services tax must be properly recorded.
FISCAL ACCOUNTING-continued

Investments

Where a school has excess funds, they may be invested in the name of the school. These funds shall be invested on a short-term basis in either term deposits or guaranteed investment certificates. Refer to Administrative Procedure 502, Financial Investments.

Bank Reconciliations

- Monthly bank reconciliations must be completed.
- Cheques not cashed within a six month period are stale-dated, a Stop Payment shall be issued at the bank and the stale-dated cheque shall be reversed in the financial records.
- The principal shall review the monthly bank reconciliation, sign it and retain on file.
- Refer to the AS400 Bellamy Bank Reconciliation Manual for the computerized process to be used when reconciling bank accounts.

Records Retention

All original documents, including paid invoices, cancelled cheques, bank statements, supporting documents for deposits and bank reconciliations shall be retained for 7 years subsequent to the year-end in which the documents were created. It is recommended that the records of each year be boxed, labeled and stored in the school. Please refer to the Docushare Records Retention schedule.

CAUTION

Deviation from the above procedures will leave the school vulnerable to potential problems. The need to have procedures in place is often not recognized until something goes wrong. The goal is to have controls in place that ensure funds are handled appropriately, that staff are protected and that records are accurate, up to date and useful. The controls are only as good as their enforcement. It is important that school administrators support and follow the established procedures.
FINANCIAL REPORTING

BACKGROUND

A substantial amount of money is generated in schools for the benefit of students. The principal is accountable for the money to both the school community and to WRPS. Financial reporting demonstrates accountability and, at the same time, provides information for decision-making needed by the school community and WRPS.

OBJECTIVES

To provide a format for financial reporting including:

- Who will be responsible for preparing the reports
- What will be included in the reports
- The fiscal period that will be covered
- The reports that will be required
- When reports will be distributed
- To whom reports will be distributed

SPECIFICS

- The financial reports shall be prepared under the direction of the principal
- The reports shall encompass all money generated in the name of the school regardless of the source or use
- The fiscal year for the reports shall be September 1 to August 31
- The principal shall review, sign and date all reports
- The reports shall be available for the public to review
- The reports shall be retained with the records for school generated funds as per the Records Retention Schedule, located in Docushare
ACCOUNTING SYSTEMS

BACKGROUND

An accounting software package simplifies recordkeeping. All recording and reporting of SGF shall be computerized using the AS400 Bellamy software. All WRPS sites, including central office, use this software consistently, which allows for the generation of both site specific and jurisdictional reports at any time. Operator manuals are available, in Docushare, for the following AS400 Bellamy modules: Accounts Payable, Purchase Orders, Cash Receipts, General Ledger and Banking Systems.

OBJECTIVES

To identify the minimum information to be recorded while:
- Safeguarding the money
- Protecting those responsible for handling the money
- Maintaining a thorough set of records regarding the receipt and disbursement of money.

SPECIFICS

Revenue and Expenditure Records
- All revenue and expenditures must be recorded promptly
- For money received, the following information is required:
  - Date received
  - Amount collected
  - Purpose of funds and category description
  - Name from whom the money is received
  - Date deposited
- For payments made, the following information is required
  - Date cheque issued
  - Amount of cheque
  - Name of payee
  - Reason issued
ACCOUNTING SYSTEMS - continued

NOTE:

All funds are to be deposited intact. This means that expenditures are not paid from cash collected. The total funds are deposited to the bank and a cheque written to pay for any expenditure.

The accounting system must track and report revenues and expenditures for each school activity.

The principal shall review the revenue and expenditure records periodically.

CAUTION:

To ensure appropriate controls are in place, it is critical to keep accurate, up-to-date records regarding the receipt and disbursement of funds. This will ensure that the money is handled appropriately, that staff are protected, and that written records exist which can be relied on for review purposes. The controls are only as good as their enforcement. It is important that school administrators support and follow the established practices.
SCHOOL FINANCIAL REVIEW

BACKGROUND

A financial review is an independent assessment of specific SGF activities, which is used to assist management in ensuring that policies and procedures are observed and assets, liabilities, revenues and expenses are properly reported on a timely basis. The review usually consists of analysis and recommendations regarding the specific activities.

The Associate Superintendent: Business or designate conducts a financial review of SGF records held at school sites. These reviews are performed on a cyclical basis with schools being audited once every 3 years.

OBJECTIVES

A description of a financial review of school generated funds.

SPECIFICS

Scope

The scope of the financial review includes:

- Review and assess the adequacy and application of financial and other operating controls
- Review compliance with Board policies and administrative procedures as they relate to SGF
- Evaluate the timeliness and accuracy of the school’s records and reports
- Ensure that SGF are properly accounted for and safeguarded from loss

Involvement of School Staff

The principal, administrative assistant and other school staff can be called upon to provide information and records, and to clarify such information. It is expected that full cooperation will be given in order to complete the review. The Associate Superintendent: Business or designate shall take into account time pressures on school based staff when making requests for records and shall not unduly interfere with school operations. The principal is responsible for adequate record keeping and the reporting of fundraising and expenditure activities. Hence, it is expected that the principal will provide access to all records.
SCHOOL FINANCIAL REVIEW - continued

SPECIFICS - continued

Review

The review will consist of the following elements:

- A meeting with the school principal and/or administrative assistant to discuss site SGF procedures in order to assess site SGF internal controls
- Gathering of relevant records from the school and banking institutions, as necessary
- Review of records
- Meeting with principal to discuss and review findings. This meeting provides an opportunity to informally discuss findings and to give the principal the opportunity to identify any errors or omissions
- Preparation of a Site SGF Management Letter.

Reporting

Following the completion of the review, the Site SGF Management Letter is given to the principal and a copy forwarded to the Superintendent. Each year, subsequent to the completion of 6 audits, SGF Management Letter’s are circulated to the System Administrative Team and the Board.
FUNDRAISING

BACKGROUND

SGF are defined as funds raised in the school community that come under the control of the school principal (or his/her designate) and are for specific student purposes and activities. These funds are collected and retained at the school for expenditures paid at the school level.

NOTE:

Fees for instructional supplies or curriculum-related materials charged under the School Act are not SGF, nor does registered society revenue fall under this definition.

OBJECTIVES

Funds raised must be used to the benefit of students, enhance the quality and relevance of education for learners and contribute to the development of responsible citizens. Fundraising activities must be in the best interest of students, school staff and community and not detract from curricular activities.

SPECIFICS

➢ Funds raised must complement, not replace, public funding for education

➢ Fundraised dollars shall not be used for those items required to complete a basic core course

➢ Decisions on fundraising activities and their expenditure shall be made in consultation with the principal. Where applicable, school councils may also be consulted. Fundraising goals shall be developed in advance of the fundraising activity

➢ Participation in fundraising activities shall be voluntary. No student shall be excluded from an event or program because the parents did not contribute to the fundraising activity

➢ Parents shall be advised of student participation. Parents shall be responsible to contact the school administration where they do not want their child’s participation in fundraising activities. Students shall not be put at risk in participating in fundraising activities

➢ Schools are required to adhere to accounting procedures and maintain financial records of all fund raising revenue and expenditures.
SITE BASED BUDGETS &/or SGF

INSTRUCTIONAL MATERIAL & PROGRAM FEES

BACKGROUND

WRPS operates an instructional material program and charges program fees to make basic textbooks and other basic materials available to students on a rental or purchase basis.

Textbooks and materials will be considered basic when they are of such importance that they are required by students to master the necessary skills, knowledge, and aptitude in a subject.

OBJECTIVES

To clarify the process used for collection and remittance of school fees.

SPECIFICS

- The principal shall be responsible to levy and collect instructional material and program fees in accordance with administrative procedure
- Instructional materials fees to be charged are approved by the Board on an annual basis. The list of approved fees, which includes student insurance, can be found on the WRPS website, form #2-1 Instructional Material Fees
- The program fees which can be charged are approved by the Board on an annual basis. The types of fees are described in form #2-2, which is found on the WRPS Website
- Fees are due and payable at the time of registration. Textbooks and other basic material will be released upon receipt of payment or when satisfactory arrangements for payment have been made
- Funds collected shall be forwarded to the Associate Superintendent: Business or designate by June 30th of each year. Funds remitted shall be accompanied by a Statement of Fees form 508-1, see WRPS Website
- WRPS has a School Fees Waiver program available for those students whose families net income falls below a pre-set income level. See Form 508-2, Waiver of Fees Application form.
INSTRUCTIONAL MATERIAL AND PROGRAM FEES - continued

SPECIFICS - continued

- A reconciliation reflecting total fees levied, total fees collected and total fees outstanding, by grade, shall be submitted to the Associate Superintendent: Business or designate by the principals at the time fees collected are submitted

- Schools shall make written attempts to collect outstanding fees as per dates outlined in Form, Critical Dates

- Schools shall submit an “Uncollected Fees” report for accounts outstanding to the Associate Superintendent: Business or designate as per the dates outlined in Form, Critical Dates

- Subsequent to the submission of the “Uncollected Fees” report, schools shall immediately advise the Associate Superintendent: Business of any fees collected

- Upon receiving the “Uncollected Fees” report, the Associate Superintendent: Business shall make one written attempt to collect outstanding fees

- Should the account still remain unpaid the Associate Superintendent: Business shall write an additional letter advising failure to respond will result in the debt being turned over to a Collection Agency

- The Associate Superintendent: Business shall annually submit a Request for Write Off to the Board for those accounts that remain outstanding for more than three years, or on the advice of the Collection Agency that an account cannot be collected

NOTE:

In the event that the Board is challenged regarding outstanding fees, it is imperative that documentation is retained proving written notification was given and the above procedures were followed.
TUITION FEES – OUT OF PROVINCE

BACKGROUND

The School Act allows for the establishment of a tuition fee for students who are not resident of the province of Alberta or are otherwise ineligible for regular education funding. WRPS shall charge a tuition fee to a student who is an adult or not of the province of Alberta, or part of a reciprocal exchange program.

OBJECTIVES

To describe when tuition fees shall be charged and the appropriate amounts to be charged.

SPECIFICS

- The tuition fee for foreign or adult students shall be set at a rate equal to the total funding WRPS would have received from the provincial government for a resident student, Form 507-1, Foreign Student Tuition

- Aboriginal students, under the auspices of the Indian and Northern Affairs Canada (INAC), shall be accommodated in accordance with the INAC tuition agreement

- WRPS may consider requests from individual schools to waive these fees where the school demonstrates that this would be beneficial to the school community.
PETTY CASH

BACKGROUND

The purpose of a petty cash account is to permit purchasing in instances where immediate purchase or payment is demanded in respect of relatively minor amounts.

OBJECTIVES

To outline the appropriate uses of a petty cash account, describe the procedures used to record petty cash transactions and the process used to replenish petty cash account balances.

SPECIFICS

➢ The principal shall act as the custodian of the petty cash account for his/her school

➢ Purchases may be made against any budget category insofar as:
  
  o Immediate purchase or payment is demanded in respect of relatively minor amounts;
  
  o The person making the purchase has been granted the authority to do so by the principal or Associate Superintendent: Business; and
  
  o The budget funds are available.

➢ Either a receipt or invoice must be obtained from every person/organization to whom petty cash funds are paid. These receipts or invoices shall indicate the kind of items or services purchased. For each petty cash account, the total of the receipts and invoices plus the total cash remaining shall always equal the amount of the approved petty cash fund.

➢ When it becomes necessary to replenish all or a portion, the principal shall submit the Petty Cash Reconciliation form 516-1, see WRPS website, and accompanying receipts/invoices to the Associate Superintendent: Business. Use of this form allows for itemization according to the budget categories to which each expenditure is to be allocated. A cheque will be issued in an amount equal to the total of the receipts presented.

➢ Under no circumstances shall a petty cash account be used to cash cheques, personal or otherwise.
**PURCHASING**

**BACKGROUND**

The Board supports competitive methods of purchasing in order to ensure effective use of its financial resources.

**Note:**

This section is applicable to the purchase of goods and services paid for by Site-based budgets not SGF.

**OBJECTIVES**

To describe a number of acceptable methods used in the purchase of goods and services and the appropriate procedures related to each method.

**SPECIFICS**

**General Guidelines**

- Principals or Directors may enter into contracts for the purchase of goods and services in accordance with their site budgets.
- All Request for Proposals or other contractual obligations in excess of a 12 month period, or that exceed 10% of the site budget must be approved by the Associate Superintendent: Business.
- Where price, delivery, timeframes, service and quality of goods and/or services are competitive, principals and directors shall contract with local vendors.
- Purchases may not be made from any Board member or employee of WRPS or any of their immediate families unless compliance with the conflict of interest provisions in the School Act.

**Tendering**

- Purchase Orders shall be used for all purchases, except those made with petty cash or with a purchasing card.
- Proposed purchases, in excess of $250 but less than $5,000 should be tendered.
Purchasing - continued

Specifics - continued

Tendering - continued

- All proposed expenditures of goods and services in excess of $5,000 but less than $20,000 must be tendered. Where the proposed purchase falls within the range, tendering can be done through public invitation or verbally, but in all cases, at least three vendors must be contacted. Where verbal contact is made, the following documentation must be retained on file for one year:
  - Date of verbal tender;
  - Item(s) to be purchased;
  - Name of each vendor contacted;
  - Amount of each vendor bid;
  - Reason(s) for not using public invitation; and
  - Reason(s) for not accepting the lowest price, where applicable.

- All proposed expenditures of goods and services in excess of $20,000, and all Requests for Proposals shall be tendered through public invitation. Where advertising is not expedient, tenders shall be invited by direct (written) contact with at least three suppliers.

- All proposed expenditures of goods or services in excess of $75,000 must be tendered using the Alberta Purchasing Connection (APC) in accordance with the TILMA Legislation.

- Otherwise cumulative purchases may not be separated in order to avoid tendering.

- All tender bids must include shipping charges to the appropriate site.

- All written tender responses must be submitted in a sealed envelope clearly stating the product or service to which the tender applies. Facsimile tender responses may be accepted at the discretion of the principal and/or director. Tender shall remain sealed until the specified opening date and time and shall be opened in the presence of at least two jurisdiction employees. The general public may attend the opening.

- Tenders received after the specified time and date will not be considered. Vendors may withdraw their tender prior to the scheduled opening.

- All tender documents, including the invitation to tender, vendor responses etc., shall be retained on file for one year.
Purchasing - continued

Specifics - continued

Tendering - continued

> All requests for tender shall be subject to the following condition

The Board reserves the right to reject any and all tenders and to accept only that bid which appears to be in the best interests of Wetaskiwin Regional Public Schools - And

The access and privacy provisions of the Freedom of Information and Privacy Protection Act govern all documents submitted.

Purchase Orders

> Once a vendor for goods and/or services has been selected a purchase order (PO) must be completed, approved by the principal or his/her delegate and entered into the AS400 financial software

> The PO must include the “Bill to” and “Ship to” address. In all cases, the “Bill to” address shall be central office in Wetaskiwin and the “Ship to” address shall be the site location

> All PO’s must include relevant financial coding information

> All PO’s must include the following notation:

The access and privacy provisions of the Freedom of Information and Privacy Protection Act govern all terms and conditions of the Purchase Order

> Upon completion and approval of the PO, one copy must be forwarded to Accounts Payable in central office.

Purchasing Cards

> In some cases, raising a purchase order may not be expedient or practical. Examples may be purchases made over the phone or internet and conference registrations

> Purchasing cards may be issued to school based employees at the request of the principal. Requests for cards are to be made in writing to the Associate Superintendent: Business

> Purchasing cards have single purchase transaction and monthly transaction limits assigned by the cardholder’s supervisor

> Vendor restriction may be placed on a group or individual cards
Purchasing Cards - continued

- Purchasing Cards are issued in the cardholders name and the cardholder is held responsible for all purchases made with their card.
- Cardholders will receive a card statement, each month, directly from the US Bank.
- Cardholders are responsible for remitting, to Accounts Payable, all receipts/bills/invoices as back up to the charges on their cards by the 5th of the month following the charges.
- Principals are responsible for approving and assigning the appropriate budget codes to each charge made on the cards held by their staff.
- Failure of a cardholder to remit appropriate back up can result in the cancellation of their card.

Invoice Payment

- Appropriate packing slips containing the shipper’s name address, exact contents and PO number shall be accompany all shipments.
- Contents are to be verified to the packing slip. Where applicable, the approved packing slip may be authorized to pay the vendor invoice.
- Accounts payable will match the approved packing slip, or other authorization to pay, the original supplier invoice and the approved PO in preparing the supplier payment.
- Duplicate invoices will not be used for payment except in unusual circumstances where the original invoice is unavailable.
- Payment for invoices forwarded to central office will be paid on the 15th and last working day of every month. Invoices need to be received 2 working days prior to the payment dates in order to provide sufficient processing time.
**EDUCATION PLUS FUND**

**BACKGROUND**

The Board recognizes that financially needy students may not be able to participate in extra/co-curricular school activities. Therefore, an Education Plus Fund Program has been established and revenues received for this fund are to be used to help alleviate some of these situations.

**OBJECTIVES**

To describe the acceptable uses of Education Plus Funds and the procedures used to access these funds.

**SPECIFICS**

- The “Education Plus Fund” must be used only for those students who, for financial reasons, would be otherwise unable to participate in extra or co-curricular activities
- All revenues made payable to the *Education Plus Fund* will be voluntary donations provided to WRPS. Charitable donation receipts may be issued to donors
- Request for funds must be submitted to Central Office, directed to the Associate Superintendent: Business, using the *Education Plus Fund Request* form #501-1, see WRPS Website
- A cumulative total of $200 per student will be allowed annually. Annual cumulative requests in excess of $200 must be approved by the Superintendent
- Payments will be provided from the fund on a first application received, first approved basis. Where multiple requests are received at the same time and such requests exceed the total fund balance, payments shall be prorated among the applicants to the extent of the fund balance
**CHARITABLE DONATIONS**

**BACKGROUND**

WRPS is a Registered Charity under the guidelines set out by the Canada Custom and Revenue Agency and as such may issue tax-deductible receipts for donations received.

When requested, a tax-deductible charity receipt shall be issued for the fair market value of an accepted donation.

**OBJECTIVES**

To describe the types of donations that qualify for tax receipts, the types of donations that do not qualify for tax receipts and a process for issuing tax receipts.

**SPECIFICS**

**General Guidelines**

- WRPS reserves the right to decline any donation
- Principals may accept donations in respect of their own sites
- Donations received may be in the form of cash, property or equipment
- Tax-deductible charity receipts will only be issued, when requested, for donations equaling or exceeding a fair market value of $20
- All tax-deductible charity receipts are to be issued by central office. A Charitable Receipt form #511-1, see WRPS Website, is to be submitted to central office, via Docushare, for all donations received at a site level that require a tax-deductible charity receipt
- A tax-deductible charity receipt may **not** be issued if the donor has directed that a specific person and/or student receive the donation. However, a receipt may be issued for donations that are subject to general direction. (i.e. donations to be used by a particular program)
- A tax-deductible charity receipt may **not** be issued for contributions of service.
CHARITABLE DONATIONS - continued
SPECIFICS - continued

Gifts in Kind

➢ A gift in kind is a donation other than cash. It does not include a gift of services. Examples, which would qualify, are computer equipment, books, etc.

➢ For donations of “gifts in kind”, WRPS may issue a receipt stating the fair market value of the donation once the object has been appraised.

➢ Although fair market value is not defined in the Income Tax Act, the generally accepted meaning is the highest price, expressed in terms of money, that the property would bring in an open and unrestricted market between a willing buyer and a willing seller, who are both knowledgeable, informed and prudent and, who are acting independently of each other.

➢ The person who determines the fair market value of the property must be independent of the transaction, competent and qualified to evaluate the particular property being transferred by way of a donation.

➢ Property of little value will not qualify as a "gift in kind". Used clothing would be an example of a non-qualifying donation.
SCHOLARSHIPS, BURSARIES, AWARDS & TRUSTS

BACKGROUND

WRPS believes that excellent performance by students is to be recognized and supported, and welcomes the assistance of individuals, businesses or groups who wish to provide material and/or financial supports for the benefit of students.

OBJECTIVES

To define and provide guidelines and procedures for the administration of each of scholarships, bursaries, awards and trusts.

SPECIFICS

Definitions

Scholarship: a monetary award given for excellence in some aspect(s) of student achievement

Bursary: a monetary award, generated from donated monies, where there is a demonstrated financial need, in combination with excellence in student achievement

Award: recognition given for a single aspect of student achievement

Trust: funds held by WRPS for a specific purpose, as established by the donor

General Guidelines

➢ WRPS approves the acceptance of material and/or financial support that promote the mission, vision, values and beliefs of WRPS

➢ Scholarship and award funds must be held in trust by WRPS central office, shall be administered as per the criteria established by the donor and used only for the purposes stated by the donor

➢ WRPS shall present a financial award to all students achieving 100% on provincial diploma exams
Scholarships, Bursaries, Awards & Trusts - continued

Specifics - continued

General Guidelines - continued

- A variety of methods may be used to recognize donors.
- All donated materials are the property of WRPS and may be relocated as deemed necessary.
- WRPS may issue tax-deductible receipts. See Section 14 Charitable Donations

Procedures

- Selection committees, which administer awards, shall forward all recipient’s name and address to central office. Where the award is greater than or equal to $500 the recipient’s birth date and social insurance number are also required. Unless otherwise specified by the donor, the disbursement will be based on the value of accumulated interest in the applicable fund. See the Scholarship Recipient Information form 370-1, see WRPS Website.

- Where the donor requires proof of registration, recipients must forward a Certified True Copy of their original tuition receipt from the attending post secondary institution.

- In accordance with the Income Tax Act, central office shall issue T-4A’s to all recipients of scholarships, bursaries and awards, where the cumulative amount awarded is equal to or more than $500.
DISPOSAL OF SCHOOL BOARD PROPERTY

BACKGROUND

WRPS allows for disposal of Board property such as furniture, equipment, books and supplies that have become obsolete, worn out, surplus or otherwise lose their value in support of instructional or other programs.

OBJECTIVES

To clarify the approved process for disposing of Board property.

SPECIFICS

- The principal shall be authorized to approve requests to dispose of property that is of no further use in respect of their area of responsibility
- Disposals and replacements shall operate through the Site Based Budget
- The following steps shall be followed for all items approved for disposal:
  - Firstly – A Disposal of Property form #517-2, see WRPS Website, must be circulated to all schools, central office and the Directors of Facilities and Transportation, describing the items for disposal
  - Secondly – All items that are not transferred to another school or other facility may either be traded in on new equipment or advertised for sale by tender and/or public auction by the personnel authorized to dispose of the property
  - Lastly – After all attempts above, to extend the useful life of the furniture or equipment have failed it may be discarded with as many parts sent for recycling as possible. Principals shall ensure that any local or provincial landfill requirements are met.

- A summary of all disposals shall be prepared by the principals for their respective area and forwarded to the Superintendent at the end of each fiscal year.
- Principals shall ensure that all data on a computer is erased prior to disposal.
YEAR END PROCEDURES

BACKGROUND
Each year sites are required to submit to central office a number of reports and reconciliations that are used as back up documentation for the annual WRPS external audit.

OBJECTIVES
To list the reports required to be submitted to central office for year-end purposes.

SPECIFICS

Petty Cash
Each year, a Petty Cash Reconciliation form #516-1, see WRPS Website, reflecting the petty cash balance at August 31st

Inventory
Each year, a Consumable Inventory form #510-2, which reflects a listing of consumable supplies and the dollar value of each item on hand at August 31st

SGF Bank Reconciliations
Each year, Bank Reconciliations for each of the SGF bank accounts must be submitted to central office. The reconciliation shall be for the period ending August 31st and needs to be accompanied by a copy of the Bank Statement for the same period

School Fees
As indicated in Section 9 Instructional Materials and Program Fees, a reconciliation reflecting total fees levied, total fees collected and total fees outstanding, by grade, shall be submitted to the Associate Superintendent: Business

NOTE
All of the above must be remitted to central office as per the dates outlined in the Form Critical Dates, see WRPS website

Invoices
Invoices submitted to the Accounts Payable department by Sept 12th will be charged against the prior year (as at August 31st). Invoices received subsequent to Sept 12th will be charged against the current year (as at Sept 1st).