

STUDENT ACTIVITIES FUND MANAGEMENT

The Seven Oaks School Division Board of Trustees recognizes that schools may wish to supplement their budgets for school-related student activities through public fund raising. The Board is mindful, however, that the general public is already making a significant financial contribution to education through taxation, and that students' education and safety must take precedence over fund raising ventures. To that end the following parameters are to guide fund raising in Seven Oaks School Division.

PER CAPITA GRANT

To reduce significantly the necessity of public fund raising an annual per student grant will be provided to schools to be allocated to school-related student activities; the amount to be determined each year in the budget process.

GUIDELINES FOR FUND RAISING PROJECTS

Fund raising activities will be deemed appropriate if they:

1. are deemed generally acceptable to the community;
2. emphasize service to the school rather than competition, i.e. do not place students in situations where they compete with other students or schools;
3. are appropriate to the developmental level of the students involved; and,
4. meet the following criteria:
 - a) Activities whereby students provide a genuine service to clients;
 - b) Sales of products at fair and reasonable prices;
 - c) Admission charges to an event in which the school displays its regular or extra-curricular program;
 - d) Activities of an educational and/or community service nature.

In addition to the above, in order to minimize fund raising and duplication in solicitation of the public, the following factors will be taken into account:

- a) the number of activities in a school in one year;
- b) the time of year for the activity;
- c) the geographic area to be canvassed; and,
- d) the purpose for which the funds are to be used.

ANNUAL REVIEW OF SCHOOL FUND ACCOUNTING SYSTEMS

As education and fund raising activities are both supported by public funds an annual review of school funds accounts will be conducted according to the following guidelines:

1. Purpose

The Secretary-Treasurer shall **engage external auditors to** review School Fund Accounting Systems annually as a service to the Superintendent and the Board of Trustees of the Seven Oaks School Division.

The objective of such annual school fund accounting systems review shall be to insure that all schools of the division have an acceptable and efficient system of recording and accounting for all monies received and disbursed during the school year and to ensure that correct financial reports are submitted.

2. Authority

In order to accomplish the assigned task, the Secretary-Treasurer **and external auditors are** authorized access to all records and personnel relevant to the performance of reviewing school fund accounts.

3. Responsibility

Upon completion of the accounts review the Secretary-Treasurer shall prepare a School Funds, Cash Receipts and Disbursement Summary for presentation to the Superintendent and to the Board of Trustees of the school division.

At the time of presentation of his report, or at any other time deemed advisable, the Secretary-Treasurer shall make such recommendations as may be necessary to improve the effectiveness of recording and reporting of school fund receipts and disbursements.