

## Toronto District School Board - School Generated Funds Guidelines

### What are School Generated Funds?

School generated funds include, but are not limited to: student activity fees collections, pizza lunch collections, photographer or other vendor commissions, supplementary material fees, co-curricular fees, excursion and field trip fees and other fundraising.

### What are School Generated Funds used for?

<p><b>Complement Budget</b></p>	<p>School generated funds are used for school purposes and are to complement, not replace public funding for education. Funds can be utilized for supplementary school materials, equipment or services not funded through the school's allocated budget. Examples include: Student scholarships, guest speakers, graduation and other special ceremonies.</p> <p>These supplementary items are not required as part of the regular day school program and are non-essential/extracurricular in nature, and not required for graduation. They may be a voluntary upgrade or substitute of a more costly material to the material funded by the budget for course purposes. Example include: Using funding to increase the number of computer equipment from what budget originally allows for.</p>
<p><b>Student Subsidies</b></p>	<p>School generated funds may be used to offset costs for students who cannot afford to fully participate in school activities.</p>
<p><b>External Charities</b></p>	<p>Activities to raise funds for support of external charities can only be organized if the charity is listed on the Canada Revenue Agency website. Fundraising for all other non-registered charities require approval of Trust and Donations Administrator in the General Accounting Department (Tel) 416-395-8006. Funds raised for external charities should be recorded in a separate sub-ledger in the non-board or school council bookkeeping files and included in the school's year-end PSAB report.</p>
<p><b>Co-Curricular activities and Nutrition programs</b></p>	<p>Co-curricular activities and school nutrition programs can be subsidized with school generated funds. These funds should be incorporated in the school's non-board or school council annual budgeting process.</p>
<p><b>School yard/Sports facilities improvements</b></p>	<p>Funds may be used for school yard and sports facilities improvement projects, within the limits outlined in Board procedures. These improvements cannot result in a significant increase in school or board operating or capital costs and future maintenance and repairs.</p>
<p><b>Enhancements to school facilities</b></p>	<p>Facility enhancements such as painting, gym upgrades, etc, may be supported by school generated funds, as long as they are within limits as outlined in Board procedures. These improvements cannot result in an increase in student capacity of a school or an increase in school operating/capital costs. School generated funds may not be used for facility renewal, maintenance or upgrades if they are fully funded through the school's renewal grants from the Ministry of Education.</p>

## Examples of Ineligible uses of School Generated Funds

<b>Core curriculum materials</b>	School generated funds cannot be used for purchases that are considered to be for the core curriculum. Funds may not be used for learning materials that are required for completion of the curriculum such as textbooks, materials, speakers, fieldtrips or teachers that are “mandatory elements” of the subject or course.
<b>Facility renewal funded through renewal grants</b>	Funds may not be used for facility renewal, maintenance or upgrades if they are fully funded through the school’s renewal grants from the Ministry of Education.
<b>Goods or services from Board employees that give rise to potential conflict of interest</b>	<p>Funds may not be used to pay for goods or services from Board employees or School Council members, or other purchases that would contravene with The Education Act or Conflict of Interest policy.</p> <p>Funds cannot be used to pay for Board employees or School Council members’ professional development or compensation.</p>
<b>Political activities or administrative expenses</b>	Funds may not be used for political activities or administrative expenses, such as political donations, registration or administrative fees for students enrolled in regular day school programs, etc.

## Cash Handling and Bank Accounts

- Every school should operate at least one external bank account for funds generated at the school level.
- School councils that have their funds incorporated into the school’s non-board bank account should segregate those funds in a separate sub-ledger in their bookkeeping records.
- All funds generated at the school level should be deposited immediately into the appropriate bank account (or deposited on a weekly basis at the bare minimum).
- Accurate records of school generated funds should be kept for at least 7 years. These records are subject to internal and external audits.
- The school community should be involved in the school generated funds budgeting process. They should also be informed of fund activities throughout the year through council meetings or other forms of communication.
- Staff and Principal-authorized volunteers should utilize risk management practices that promote safety, accountability and due diligence in the handling and management of school generated funds, to minimize related risks and exposure to liability.

## Purchasing Policy

Schools need to abide by TDSB’s purchasing policies when expensing school generated funds. Schools should consult with TDSB’s purchasing department before making significant purchases, to take advantage of volume economies, contractual agreements and HST rebates through the Board’s approved vendors. Contact: (416)395-8117 or [purchasing@tdsb.on.ca](mailto:purchasing@tdsb.on.ca).