

2019-2020 School Council Financial Information Webinar

*Presented by the
Toronto District School Board
Finance Department*

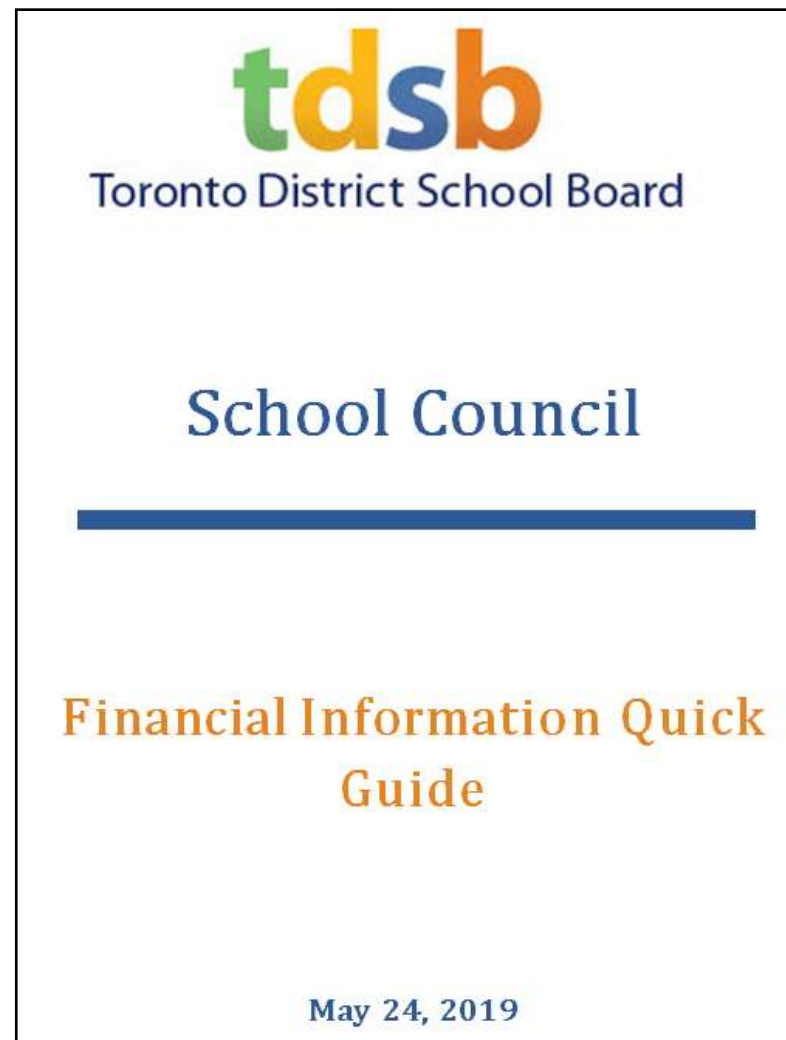




All presentation topics can be explored in further detail within the **TDSB School Council Financial Information Quick Guide.**

Available at:

www.tdsb.on.ca/Community/How-to-Get-Involved/School-Councils



TDSB Finance Support Team

Finance Support Officers

- Each TDSB school has a Finance Support Officer (FSO) assigned to them. Your school's designated FSO can help assist the school council with all information contained within the TDSB School Council Financial Information Quick Guide.

Business Services Help Desk

- TDSB also has a Business Services Help Desk that is responsible for assisting with KEV School Cash Online support and financial related questions. For assistance, please contact us at businesshelpdesk@tdsb.on.ca or 416-395-8080.
- Hours of operation: Monday – Friday 8:00 am to 4:30 pm



Business Development Department

- Business Development's mission is to support student success, inspire staff and increase TDSB's community involvement by providing resources and advisory support to TDSB schools, staff, students, school councils, parents and the community.
- Approved Donors List, Review Grant Applications, Sponsorships.
- Contact: 416-397-3510 or businessdevelopment@tdsb.on.ca

Parent and Community Engagement Office

- PCEO supports the operation of Community Advisory Committees and the application process for external agencies who are interested in partnering with the TDSB.
- PCEO provides administrative, co-ordination and special project planning and supports to the Parent Involvement Advisory Committee (PIAC).
- Provides school services including: Interpretation, Translation and Sign Language, Occasional Childcare Attendants, School Capacity Building and Support, Coordinate delivery of Settlement workers in schools and provide support to Principals and School Councils.
- The office can be reached at PCEO@tdsb.on.ca or 416-397-3529.

Ministry Operational Budget Funds

Finding your Schools' Budget:

www.tdsb.on.ca > Find Your School > Select Your School > Select School Budget

Budget Enrolment 2018 - 2019: 269	
Base School and Small School Allocation Elementary \$5,000; Secondary \$10,000; Alternative Schools on stand alone site \$5,000 Small School Add'l Base FTE<=200 \$5,000; FTE>200<=250 \$2,500; FTE>250<=300 \$1,500	\$6,500
General Per Pupil (\$96.5/elem, \$150.5/sec)	\$25,959
Library Per Pupil (17/elem, \$26/sec)	\$4,573
School Office Per Pupil (\$23.5/elem, \$31.85/sec)	\$6,322
Middle School Supplement (\$38/Gr678)	\$4,446
French Immv/Ext Supp (\$15/pupil)	\$0
School Council (\$1.25/pupil, min \$300 max \$1,000)	\$336
Learning Opportunities Supplement (weighted enrolment *\$15/Elem; \$8/Sec)	\$3,049
Student Financial Assistance (weighted enrolment *\$13/sec)	\$0
Math Manipulative (\$4/Gr 7-12)	\$316
Professional Development (\$5/pupil)	\$1,345

International Baccalaureate, Primary Yr Program and Middle Yr Program Elementary and JHS - \$20,000/site Secondary (Base \$35,000 plus \$800/FTE enrolled in IB Program Gr 11/12) New Secondary site \$10,000 - for Staff Training and Site Fee Costs	\$0
Tech Ed Supplement (per credit)	\$0
Arts (\$15/credit)	\$0
Family Studies (\$30/credit)	\$0
Instrumental Music (\$50/credit)	\$0
Sp Ed Tchr Supplement	\$1,030
Preliminary School Budget Before Technology Allocation	\$53,876
Technology Allocation Base Amount using school enrolment 10% of the funding allocated based on student to computer/tablet ratio Balance of the funding is allocated based on weighted enrolment	\$7,153
Total Preliminary School Budget 2018-2019	\$61,029

* The budget amount posted in September is based on projected October 31 enrolment. The budget amount will be adjusted in December based on actual October 31 student enrolment.

Ministry Operational Funds Available To School Councils

Per pupil allocation and Parent Engagement Funds

- School Office Cost Centre (XXXX0002) and School Council General Ledger (41500) - *\$1.25/ppl.*
- School Office Cost Centre (XXXX002) and School Council General Ledger (41500) - *\$500.*

Parents Reaching Out Grant (PRO)

- Funded by the Province and available to councils through an allocation based
- Schools can receive up to \$1,000 each to be spent and reported by August of each year.
- Recorded in PRO Grant Cost Centre (xxxx0565) and School Council General Ledger (GL#41500).

School Council Insurance

- \$2 million liability insurance available for council executives and volunteers acting on behalf of the council.
- 1 year coverage begins November 1st.
- Cost is \$160.00/year.
- Covers council executives and volunteers.
- Covers various liabilities arising out of injuries to third parties or damage to leased or borrowed premises.
- Council members are fully protected by TDSB's liability insurance while performing advisory duties.
- To purchase coverage, please complete the School Council Insurance Request form available on the TDSB website, and return to risk.management@tdsb.on.ca.
- You may also contact Aon Risk Solutions for coverage details
 - 416-868-5854 or 416-868-5679

<https://www.tdsb.on.ca/Community/How-to-Get-Involved/School-Councils>

Reimbursement of Costs from Ministry Operational Funds

How can School Council members get reimbursed for out of pocket expenses?

- Complete the Petty Cash Disbursement Voucher (available through the school office) and attach original vendor receipt for reimbursement from the school budget. If the reimbursement is from non-board or school council accounts, a non-board or school council disbursement voucher should be used.
- School Council members should obtain approval from the School Council prior to making purchase.
- School issues cheque reimbursements based on invoice or receipt amount. Cash reimbursements are not permitted.

Childcare During School Council Events

- **For Lunchroom Supervisors, Educational Assistants or other TDSB staff, a Recommend for Hire form has to be completed**
 - The Principal completes the “Childcare Attendant Principal’s Recommend to Hire Form”
 - The form is sent to Employee Services, Unit C – Schools, 4th floor, 5050 Yonge St., to the attention of Staffing Administrator.
 - The Child care attendant profile is then added to the employee’s profile
- **For persons who are not already TDSB employees, the Principal completes “Childcare Attendant Principal’s Recommended to Hire Form”**
 - The completed form is sent to Employee Services
 - Employee Services contacts the person
 - The rate of pay for Child care attendant is approximately **\$15.00/hr.**

**Contact TDSB Employee Services –
Support Staff Reception @ 416-397-3121
for further information.**





What are School Generated Funds?

- Funds collected from school or school council fundraising and other collection activities to **enhance programs** and to support specific school initiatives.
- **Fundraising Activities** must be designated to specific fundraising purpose(s):
 - Examples of fundraising activities are Fun Fair, Movie Night, Pizza Lunches, Dance-a-thons.
 - Monetary donations or net proceeds from sale of goods.
- **Other Collections** - The school may collect fees to recover costs associated with supplementary materials and services such as field trips, guest speakers and agendas.

Eligible and Ineligible Uses of School Generated Funds

Eligible Uses

- To complement the school budget.
- Fundraising should not replace public funding for education.
- Example of eligible uses are: Enhance existing programs and equipment, student fee subsidies, support to external charities, school yard enhancements, nutrition program subsidies.

Ineligible Uses

- Core curriculum materials such as textbooks.
- Facility renewal, maintenance or repairs.
- Compensation to TDSB staff or school council members.
- Activities or donations for political purposes.

Donations

- School Councils are encouraged to utilize TDSB's Online Donation Module for their fundraising initiatives. The general site link is: <https://tdsb.schoolcashonline.com/Fee/Details/457/153/false/true>
- Tax receipts are automatically issued upon check out on the School Cash Online site. (no minimum donation amount required)
- Customized donation pages can be created for each school council or fundraising event, for tracking and reporting purposes.
- If donating by cheque instead of online, there is a minimum \$25 threshold to receive a tax receipt.
- Donations are deposited into the school's donation cost center and reports can be generated to outline inflows and outflows.

Gift-In-Kind Donations

- Gift-In-Kind are non-monetary donations such as gift of items for fun fair or gift of materials for the classroom.
- Use, replacement or disposal is at the discretion of TDSB.
- Tax receipts may be issued for Gift-In-Kind. It is advised that the school administration contact the Trust and Donations Administrator **prior to receiving the goods** to confirm tax receipt eligibility. Tax receipts are issued based on fair market value of the goods donated, and must be supported by an independent third party appraisal report or original invoice if purchased within 3 years.

Uses of School Council School Generated Funds

- Funds must be raised for a specific purpose and spent accordingly.
- Intended use of funds must be clearly defined prior to start of fundraising activity and documented on the School Council Financial Plan & School Needs Assessment Form.
- Funds should be used within 2 years to benefit current students, unless designated for a specific future project.

School Council Financial Plan and School Needs Assessment Form

- For School Councils with separate bank accounts, a fundraising plan is to be submitted annually by October 31st .
- A Plan (Budget) addresses the issue of using surplus funds, GIC's, investments not designated for specific purpose, fundraising initiatives to be undertaken for the coming school year.
- The plan should outline how prior year surplus funds and investment (if any) should be used and projected revenues and expenses for the current year.
- Updates to the submitted form can be made by clicking the “Edit Response” link at the top of the email confirmation sent by Google forms.
- The Plan should be developed in conjunction with Principal and school community.
- The form can be accessed through:
<https://www.tdsb.on.ca/Community/How-to-Get-Involved/School-Councils>

TDSB Procurement Policies

- School Councils are encouraged to use Board Contracted Vendors as they have been vetted for quality, pricing and safety.
- Review Approved Fundraising Vendors Guide for list of recommended vendors.
- Vendors must follow the Board's purchasing procedures by submitting a quotation for services. Once approved, and if the vendor is on the Board's data management program, SAP, the school office can create a purchase order to take advantage of contracted prices and HST rebates.
- If a vendor is not on the SAP system, the school council should consult with their Principal to determine if TDSB has an existing contract for the commodity and to determine if the vendor can be used.

HST Rebates and Merchant Fees

- TDSB is a public school board entity and is eligible for the public school board HST rebate. Schools only pay 2.16% instead of 13% in HST.
- School Councils can take advantage of these rebates if payments to vendors are made from the school's SAP system or School Cash Online system.
- Merchant fees are charged by our merchant services provider - Moneris. These include credit card fees based on a percentage of the amount collected through the School Cash Online system. These fees typically range from 1.5% to 2.5% of the credit card collection amount. These fees are charged against the School Cash Online HST rebates earned for each school.

School Council Bank Account

- Use of PACE Credit Union is recommended, for their free funds pick up and school support service.
- Maximum of one school council bank account per school. Where schools participate in lotteries and games of chance, a separate bank account must be maintained.
- Personal accounts must not be used for school council activities.
- Signing Officers: Chair, Co-Chair, Treasurer, and/or other School Council Executive. The School Principal is required by PACE to be a signatory on their accounts. It is strongly recommended that the Principal be a signatory to all school council bank accounts.
- All cheques must be signed by two signatories.
- Signature stamps not permitted.
- Signing blank cheques is not permitted.

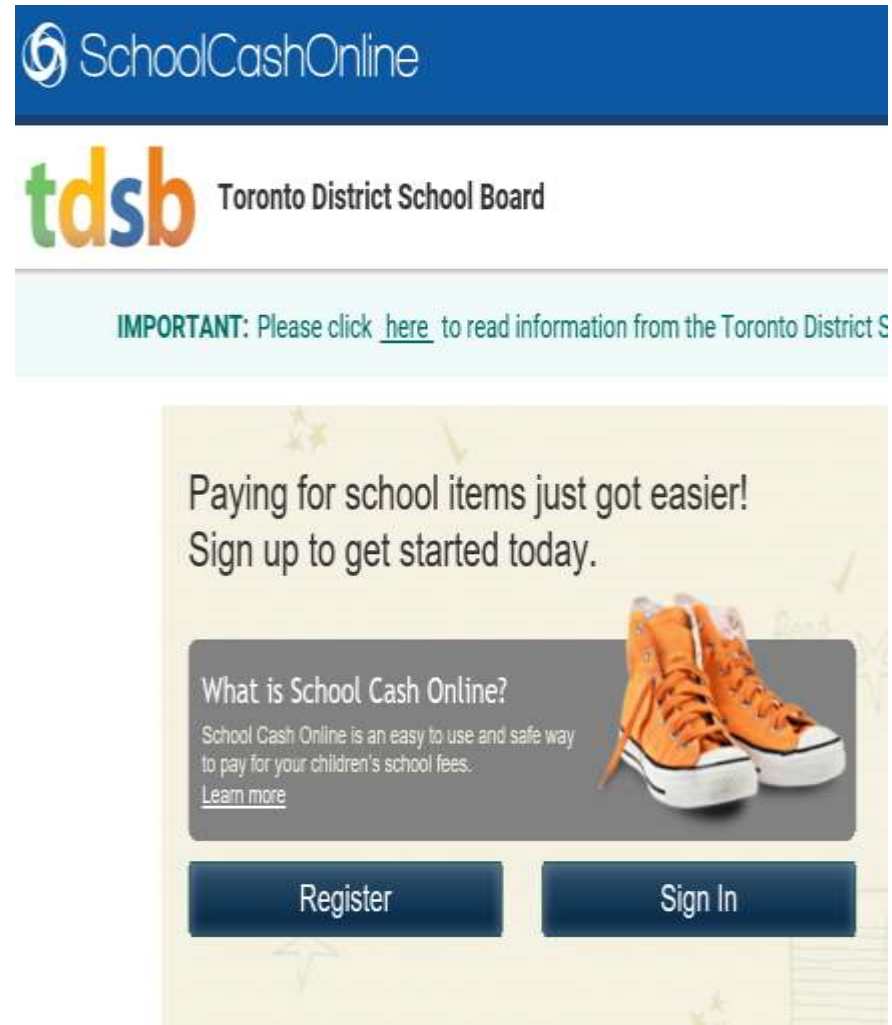
KEV School Cash Online

KEV School Cash Online is an online platform that allows parents or guardians to purchase items. It also allows donors to donate to schools and fundraising initiatives through the online portal.

School Councils can use the school's existing school generated funds (non-board) account for collections and issue payments.

To register, please visit:

<https://tdsb.schoolcashonline.com>



The screenshot shows the top of the SchoolCashOnline website. At the top is a blue header with the 'SchoolCashOnline' logo. Below that is the 'tdsb Toronto District School Board' logo. A light blue banner contains an important notice: 'IMPORTANT: Please click [here](#) to read information from the Toronto District S'. The main content area features a promotional message: 'Paying for school items just got easier! Sign up to get started today.' To the right of this text is an image of a pair of orange high-top sneakers. Below the message is a dark grey box with the heading 'What is School Cash Online?' and the text 'School Cash Online is an easy to use and safe way to pay for your children's school fees.' followed by a 'Learn more' link. At the bottom of the page are two dark blue buttons: 'Register' and 'Sign In'.

KEV School Cash Catalogue



- Post fundraising items in the School Cash Catalogue
- Parents can pay for items online – similar to online shopping
- Reports can be generated at school level to determine who has paid online
- Higher adoption rate (# of students registered) will eliminate the need to count, record and deposit cash and cheques

A screenshot of the SchoolCashOnline website. The page is titled "SchoolCashOnline" and "tdsb Toronto District School Board". It features a navigation bar with "SIGN IN", "ITEMS", and a notification icon. A prominent message states: "IMPORTANT: Please click [here](#) to read information from the Toronto District School Board regarding the collection of your personal information." Below this, a breadcrumb trail reads "Home > Items > Items". The main content area is titled "Fee Details" and displays the product "1961-1962 Yearbook - 2017/2018" with a price of "\$20.00". A description notes: "We have some extra yearbooks of years gone by. They are available here for purchase. Once purchased, please bring your receipt to KCI's main office where you will receive your book." There is a "Quantity" dropdown set to "1" and a "Who are you purchasing this for?" dropdown set to "Myself". At the bottom of the product section are "Back" and "Add to Cart" buttons. The footer includes the KEVGROUP logo, a language selector, PCI compliance logos, and a "Protected by 256-bit encryption" badge.

Accounting Option 'A'



School Councils can use the school's existing school generated funds (non-board) account to post items, collect fees and issue payments.

- The school can create a "School Council" category, a profit & loss account, in their School Cash Online ledger to track all School Council revenues through the School cash catalogue module.
- Collections will be directly deposited into the school generated funds (non-board) account.
- Vendors to be paid directly from the same category, through the non-board account. This allows School Councils can take advantage of the Board's HST rebates.

Under this arrangement, the School Council would not need to maintain a separate bank account, as all transactions would flow through the school's non-board bank account. School Council transactions will be reconciled to the bank statement by the school Office Administrator. The School Council would not need to prepare or submit any year-end PSAB reports as all revenues and expenses would be consolidated with the school's non-board account.

Accounting Option ‘B’

B

School Councils can use the school’s existing school generated funds (non-board) account to post items and collect funds. All funds collected can be redirected to the School Council bank account.

- Under this option, the school can create a “Due to School Council” category in their school generated funds ledger. School Councils can post items through that account. All funds received will be transferred to the School Council bank account periodically or at the end of the fundraising event. The Office Administrator would issue a cheque to the School Council bank account for total amounts collected.

The School Council is responsible for recording all deposits and disbursements through their bank, and to prepare bank reconciliations. Payments made to vendors will not be eligible for the school board HST rebates. They are required to prepare and submit year-end PSAB reports to the Board, outlining their revenues and expenditures.

*Item Attachment Reports and Item Order Reports can be provided to the School Council. Please refer to the **School Cash Online Reports** section of the School Council Financial Information Quick Guide.*

Accounting Option 'C'



Link the School Council bank account to School Cash Online

- The School Council can link their bank account to the School Cash Online system. Under this option, collections will be directly deposited into the School Council bank account.
- To set up this arrangement, the School Council must provide a VOID cheque to the Board for the account set up and transaction testing. A set-up fee of \$150.00 will be charged for this service.

School Councils will be responsible for compiling their bank reconciliations and year-end PSAB report submissions. This method is not recommended as direct deposits cannot be easily reconciled to specific fundraising initiatives by School Council. For this reason, Options A and B are preferred.

Cash Handling

- Funds collected are counted and entered on Deposit Voucher.
- Principal should sign off confirming that the funds were verified by at least 2 people.
- Funds are placed in a sealed envelope and Deposit Voucher is attached.
- Any and all additional supporting document for the collection of funds is kept with the Deposit Voucher.
- Funds are recorded in the Deposit Log.
- Funds are secured in school safe for pick up. They should not be stored at parents, staff or volunteers' homes or off site.
- Funds picked up/deposited promptly. PACE offers weekly pick-up.
- Documents filed at the school for reference and audit purposes.




School Council Deposits

- **All** funds collected are deposited.
- Payments are issued by cheques, supported by original receipts
- **All** funds secured in school safe and deposited promptly
- A copy of the Deposit Voucher is placed in the Deposit Bag to PACE.
- Document is filed at the school chronologically.
- Funds placed in the school safe must be tracked on the Deposit Log. This information is required by our insurance and the Toronto Police in case of loss/theft.
- School Council funds are subject to internal and external audits.

Payments & Reimbursements

- Original receipts/invoices must be attached to Disbursement Vouchers for all expenditures.
- Payments and Reimbursement must be made by cheque. All funds are deposited, there should not be any cash payments.
- There must be no salary payments to staff or temporary help from school generated funds.
(e.g. child care attendants)
- There must be no payments to Principals, no loans or advancements from school generated funds.

	SCHOOL COUNCIL SCHOOL GENERATED FUNDS (SGF) DISBURSEMENT VOUCHER	
Date:		
School Name:		
Club/Team/Activity:		
Expense Description:		
Total Amount of all receipts attached: \$		
Cheque Requested by: (print name)		
Signature:		
FOR OFFICE USE ONLY		
Cheque Date:		
Cheque Amount: \$		Cheque #:
Cheque made Payable to:		
Expense Category:		(Club/Team/Activity)
Recorded in Register: <input type="checkbox"/>		Supporting Documents Attached: <input type="checkbox"/>
Cheque Issued by:		
School Council Chair/Treasurer/Principal Signature:		

Fee for Service

- Fee for Service refers to payments to individuals who are not companies.
- Fee for Service providers must submit an invoice to get paid.
- All Fee for Service invoices, payable to an individuals' name, are to be submitted to the school office for processing. They should be submitted through the Board for CRA T4A slip issuance and tracking purposes.
- Fee for Service payments should be made from the school's budget.
- Funds collected to offset expenses can be directed to the budget.

Employee Recognition

- No cash gifts, gift cards, honoraria or compensation of any kind should be given to TDSB employees from school generated funds.

Honoraria: Student and Volunteers

- Honoraria are earnings. Honoraria should not be paid to Board employees from school generated funds.
- Honoraria are token payments to individuals when it is not practical for them to invoice the Board. Examples are student awards or tokens of appreciation to volunteers.
- Honoraria payments are limited to a maximum of \$50 per person, per annum.
- Amounts in excess of \$50 should be properly invoiced, if services were provided with the expectation of compensation.

Tracking and Retention Of School Council Funds

- School Councils, with their own bank account, should track their financial activity on a register, electronic preferred, such as excel spreadsheet or Quicken/QuickBooks.
- Register is to account for all cheques (cashed or voided) and deposits.
- The register is continuous from year-to-year.
- Outgoing Treasurer is to pass on accounting records to incoming Treasurer.
- All original accounting records shall be retained in the school for 7 years and are subject to audit.

Bank Reconciliations and Reporting

- Bank reconciliations are to be prepared on a monthly basis.
- If there are any suspicious or fraudulent transactions found on the bank statements, you must notify the bank within 90 days of the transaction date, in order to recover the funds from the financial institution.
- School Council bank reconciliations, bank statements and registers should be shared with the Principal and Office Administrator.
- A financial summary of inflows, outflows and account balances should be shared at each monthly School Council meeting.



TDSB Reporting Requirements

Semi-Annual Report & PSAB Report

Semi-Annual Report (Due April 15th of each year)

Report period: August 1st – March 31st

Report package includes:

Register for the report period

Gross Income & Expense Statement (Inflow & Outflow Report)

March 31st Bank Statement & Reconciliation Summary

Submit to : semiannualreport@tdsb.on.ca

PSAB Report (Due by September 15th of each year)

Report period: August 1st – July 31st

Report package includes:

Completed PSAB Form

Register for the report period

August 1st - July 31st Bank & Investment Statements

PSAB completed by the Treasurer for the reporting year

Submit to: psab@tdsb.on.ca

Additional Resources



Funds and Fundraising

- Please see the [TDSB Fundraising Guide](#) for information on school based fundraising.

School Council Financial Guide

This [School Council Financial Guide](#) provides information around School Council financial policies and procedures, KEV School Cash Online accounting and reporting options, and instructions around donations and tax receipting.

- [School Generated Funds](#) Guidelines- Outlines how fundraising can and cannot be spent in TDSB
- [School Cash Online](#)- The Toronto District School Board has launched School Cash Suite, an easy to use, safe and convenient way for parents/guardians to pay for their children's school fees, including agendas, yearbooks and class trips. If your school council is interested please contact the Principal.
- [The Public Sector Accounting Board \(PSAB\) template](#) is a required annual report for all councils who engage in fundraising activities.
- [School Council Financial Plan and School Needs Assessment Form](#) is a required annual plan for all school councils who engage in fundraising activities (Due on Oct 31 of each year).

Please refer to the [School Council Financial Information Quick Guide](#) to reference any material covered in this presentation in greater detail.

Additional Topics can also be found in the Quick Guide including:

Resources can be found at www.tdsb.on.ca > Community > How to Get Involved > School Councils
<https://www.tdsb.on.ca/community/how-to-Get-Involved/School-Councils>



Questions and comments regarding this presentation
can be directed to:

businesshelpdesk@tdsb.on.ca

416-395-8080

