

Administrative Procedure 3010 MR1

School Trust Funds

1. **Accounting for School Trust Funds**

- 1.1 One bank account is to be established in each school for receipt and disbursement of all funds held in trust by the school. Schools having a fairly large balance may wish to transfer some funds to an interest-bearing account or term deposit. Schools dealing with credit unions will be required to set up a “Share” account. Under no circumstances shall a school have more than these three (3) accounts.
- 1.2 All funds raised solely by staff or as the school’s portion of a joint fund-raising must be deposited in this bank account and disbursed from the same account. Funds received must not be disbursed in the form of cash.
- 1.3 These school trust funds are to be under the overall supervision of the principal of the school.
- 1.4 All receipts and disbursements are to be recorded in the appropriate accounting system approved and provided by the district. All details of entries are to be recorded in accordance with the accounting manual provided by the district.
- 1.5 Pre-numbered receipts are to be issued for all cash received, and pre-numbered cheques are to be issued for all disbursements.
- 1.6 Cash received should be deposited as soon as possible. Deposits must be made not less frequently than each Friday. Funds other than petty cash shall not be kept in the school over the weekend.
- 1.7 School trust funds are not to be used as a banking service for cashing employees’ and students’ individual cheques. Under no circumstances will individuals who have direct access to the funds take cash and replace it with cheques or IOU’s of any kind.
- 1.8 All school trust fund cheques must have two (2) signatures, with three (3) individuals having signing authority: the principal; the vice-principal or, alternatively, a member of the teaching staff; and the school secretary.

- 1.9 Vouchers and receipts are to be retained in support of every expenditure.
- 1.10 Authorizations to establish individual accounts shall be retained until the account is completed, according to its purpose.
- 1.11 All records maintained by the school shall be open at all times for inspection by the secretary-treasurer's office and the board's auditors. The statements prepared for reporting purposes are subject to audit by the duly appointed auditors of the Board of Education.
- 1.12 Trust fund purchases of equipment valued at \$300.00 or more per item for the school or improvements to buildings or grounds shall not be carried out until permission to do so is received from the secretary-treasurer. A request from a school to expend any of its funds shall be accompanied by an approval from the account's supervisor stating that these funds are being expended for the purpose for which they were raised, and the rationale for the expenditure if it does not meet this criterion. All such acquisitions must also be considered in the context of Policy 8040, *Acquisition of Services, Equipment, and/or Facilities*.

2. Reporting on School Trust Funds

2.1 To Principal

The principal shall receive monthly a trial balance of all accounts, together with a bank reconciliation. The principal shall sign these reports to indicate that they have been received and noted.

2.2 To School Staff

After it has been received and signed by the principal, a copy of the monthly trial balance shall be made available to staff members on request.

2.3 To Parents' Advisory Council

2.3.1 School Trust Funds

The Parents' Advisory Council (PAC) shall receive periodic financial reports (not less than three (3) times per year) on the status of the school trust fund, which shall include transactions occurring since the last report ("current transactions") and year-to-date transactions. The first PAC meeting of the school year shall receive a final report on the previous year's transactions.

2.3.2 Parents' Advisory Council Trust (PAC) Fund (if applicable)

A financial report (revenue and expense) shall be submitted to the Parents' Advisory Council (PAC) treasurer on a monthly basis.

2.4 To Secretary-Treasurer

A certified annual report on the status of the school trust fund is to be submitted to the secretary-treasurer within sixty (60) days following June 30th of each year. This report shall be a combined statement of receipts and disbursements prepared in an approved manner, and shall include:

- the names of the signing authorities;
- the name of the bank or credit union where the account is maintained, and the name and number of the account(s);
- a copy of the bank reconciliation;
- a photocopy of the bank statement or passbook.