



The Sunrise School Division has procedures in place to ensure all transactions through school bank accounts are recorded and reported on. These procedures are based on guidelines set out by Manitoba Education.

According to *The Public Schools Act*, Subsection 56(4), the Principal of each school may raise, hold, administer and expend school funds for school purposes. These funds also include monies provided by the division to schools to be used for preapproved purposes.

The Secretary-Treasurer, working with the Superintendent, will determine the accounting practices and procedures for schools to follow in the administration of school funds. As required, and as appropriate, they may make recommendations to improve financial accounting and control procedures.

There are two types of school funds, as described below.

A. Type A

- Type A funds include monies from all fundraising activities of the school (e.g., walk-a-thons, bike-a-thons, selling candies door-to-door, dances, hot dog days, school pictures, bottle drives, car washes, raffles, auctions, etc.).
- As these monies are raised by or donated to the school and intended for use by that school, they are included in the division's financial statements.
- Funds from cafeteria and vending machines operated or contracted out by the school are Type A school funds.

B. Type B

- Type B school funds include: allocations from the division (e.g., per capita grants, budget allocations, specific purpose grants, etc.); vocational revenues (auto shop repairs and service, cosmetology, business education initiatives, etc.); and revenues from cafeterias and vending machines operated or contracted out by the division.
- These monies are often administered by the division on behalf of the school, but in cases where the school administers them they are considered to be Type B school funds and would fall under the guidelines for school funds.
- These funds are included in the division's financial statements.



Prohibited activities include, but are not limited to:

- Granting permission for an overdraft in a school fund bank account
- Cashing personal cheques for activities not pertaining to the school
- Paying personal expenses
- Including school staff coffee funds in the school bank account
- Providing cash advances, with the exception of floats for specific events
- Acquiring bank or credit cards in the name of the school
- Using signature stamps for cheques
- Establishing automatic payments within the school bank account without written approval of the Secretary-Treasurer
- Flowing petty cash expenditures through the school bank account

Cross Reference:		
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