

ADMINISTRATIVE PROCEDURE

Business Administration

School Fundraising

BUS #12

Revised: December 2023

Background

Christ The Redeemer Catholic Schools is responsible to its students, parents, stakeholders, contributors and to Alberta Learning, for the management of school generated funds. As each school within the Division is a part of the corporate body of the Division, each school's balance sheet (assets, liabilities and retained earnings) is part of the Division's balance sheet and is to be included in the Division's annual audited financial statement. In keeping with Public Sector Accounting Principles, adequate processes and controls will be implemented and maintained. With respect to operating the school Division in a sound and prudent fiscal manner, the Board's [Financial Guidelines Policy](#) delegates to the Superintendent to "ensure that Public Sector Accounting Principles for the public sector or Alberta Education's accounting requirements are followed".

All school fundraising activities shall support the Board's vision, mission and fundamental beliefs and be in harmony with and supportive of guidance from the Bishop of Calgary.

Procedures

1. Fundraising activities shall be consistent with the Division's Catholic beliefs and morals. This includes ensuring that our fundraising does not involve gambling activities involving casinos, VLTs, and high stakes bingos. Certain activities, such as selling raffle tickets, shall receive prior approval from the Alberta Gaming Commission (AGLC).
2. All fundraising activities should be authorized in advance by the principal. The principal is responsible for the administration and safeguarding of all school generated funds. The principal must approve the use of the school name for fundraising purposes.
3. Schools will keep records of all funds/fees collected at the school level as well as records of the expenditures of these funds. Assistance in establishing budgets, proper accounting records and the maintenance required will be provided by the Associate Superintendent of Corporate Services or their designate as required.
4. Corporate Services consolidates and reviews all school-generated funds, including funds raised through fundraising activities and will audit the schools based upon a rotating cycle. Refer to [Administrative Procedure BUS #06](#) for further information regarding school generated funds.
5. Any decision on fundraising activities and the expenditure of fundraised monies should be made in consultation with the school principal, staff and School Council. Fundraising goals should be developed in advance of the fundraising activity.

6. All monies collected by the school for a designated purpose must be used only for the purpose so designated. In cases where residual funds exist, the principal shall designate these funds to a similar or related activity.
7. All undesignated monies collected by the school are to be classified as general revenue and may be spent in a manner determined by the principal in consultation with the staff and the School Council.
8. Funds are normally to be collected and expended during a school year. The principal may establish reserves in conjunction with the Associate Superintendent of Corporate Services or their designate for the purpose of purchasing capital equipment.
9. Participation in fundraising activities should be voluntary. No student should be expected to be excluded from an event or program because the parent did not contribute.
10. Parents should approve of student participation in fundraising events.
11. Students shall not be put at risk in participating in fundraising events.
12. Funds raised by other groups, such as School Councils, must be maintained separately from school-generated accounts.
13. Any accounting anomalies or financial irregularities identified as part of an internal or external audit shall be reported to the Associate Superintendent of Corporate Services who shall then report it forthwith to the Superintendent.