

ADMINISTRATIVE PROCEDURE

Business Administration

Family Points Program

BUS #11

Revised: January 2022

Background

Christ The Redeemer (CTR) Catholic Schools is accountable to its students, parents, stakeholders, contributors and to Alberta Education 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 shall 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 the public sector accounting principles for the public sector and Alberta Education's accounting requirements are followed."

In order to assist families in fundraising for school activities, and to offer families financial support in dealing with approved school fees, CTR Catholic permits, at the discretion of individual schools, the implementation of a family points fundraising program.

Finance

1. Points due to parents are funds held in trust and therefore must appear as balance sheet items, not income statement items.
2. Gift cards, such as those generated by local grocery stores (e.g. Sobeys and Safeway), purchased and sold are a source of school generated funds.
3. Gift cards are deemed near-cash and so they must be treated as such and stored securely. Unsold gift cards must be properly accounted for as school assets.
4. The school will receive a six percent rebate when fully participating in the points program.
5. Once the gift cards are purchased by families, five percent of the rebate becomes an amount owing to families, and as such is no longer school held money, but is transferred to a family points bank account.
6. The remaining one percent is retained by the school to assist families in need.
7. Family account details shall be accurately maintained by the school and recorded in the family points accounting program.

Procedures

1. Adoption of a family points program is at the discretion of individual schools.
2. Points earned by families are to remain with the school where the child attends.
3. Once the student moves to the next grade level in another school within the Division, the remaining funds shall be used to satisfy any outstanding schools fees at the outgoing school. Thereafter, providing the incoming school has a family points program, the funds shall follow the student by way of inter-school transfer.

4. If the school the student is moving to does not have a family points program, the funds will remain at the school to be used by any siblings of the transferring student. If no siblings are in attendance at the originating school, the funds will be retained by the school to assist families in need.
5. When a student graduates from Grade 12, all remaining funds will be used to satisfy outstanding fees, and then for any siblings that are attending the school.
6. If there are no siblings at the school, the funds will be retained at the school and used to subsidize co-curricular and extra-curricular activities.
7. No cash payouts to families are permitted.
8. Points shall apply to eligible student fee and are not to be used for parent-specific expenses.
9. Parents sign a receipt upon pick-up of their gift cards.

Eligible Use of Points

1. The following are examples of eligible use of the points program:
 - 1.1. Provincially approved school fees (e.g. locker rental, agendas, yearbook, gym strip, field trips and extraordinary program fees);
 - 1.2. Graduation fees (e.g. cap and gown and decorations);
 - 1.3. Co-curricular fees (e.g. student travel, accommodation and subsistence);
 - 1.4. Extra-curricular fees (e.g. student travel, accommodation and subsistence);
 - 1.5. Items purchased and sold by the school;
 - 1.6. School-sponsored driver education; and
 - 1.7. Items and activities authorized by the Associate Superintendent of Corporate Services.

Ineligible Use of Points

1. The follow are examples of ineligible use of the points program:
 - 1.1. Family-specific costs for co- and extra-curricular travel, accommodation and subsistence;
 - 1.2. Family-specific costs for graduation including travel, accommodation and subsistence;
 - 1.3. Cafeteria purchases; and
 - 1.4. Items and activities deemed ineligible by the Associate Superintendent of Corporate Services.