

HCDSB Fundraising: HCDSB fundraising is a voluntary activity, permitted under Policy V-04 of the HCDSB Fundraising Activities, to raise money or other resources, that is approved by the director, in

Education Foundation

School Community: The school community includes all staff, students, parents, and other school well as others who support the local school and student achievement.

School Generated Funds: School generated funds are funds that are raised and collected in the school or by school community, in the name of the school, for the school's use to support school necessary administrative purposes. The funds are not collected from business ventures, direct or indirect, or from any other source that is not the school or its operations and are not to be used but also includes funds collected and paid out through school accounts to support a variety of projects or purposes within the school or other third parties.

Principles

This procedure has been designed to align with the guiding principles contained in Operating Policy V-04 School Fundraising Activities.


Requirements

I. FUNDRAISING ACTIVITIES MUST:

- < comply with HCDSB policies and related administrative procedures, including Policy V-04 School Fundraising Activities and Policy II-17 Fees for Curricular Activities and Fees for Fundraising Activities
- < take place after school fundraising activities
- < refer to the "Annual Fundraising Account Report" and "Annual Fundraising Report" as completed by November 30th of each school year
- < be compliant with Ministry of Education's Education and Child Care Act, 2016 (and its regulations and directives)
- < be compliant with Public Sector Accounting Standards

II. FUNDRAISING ACTIVITIES SHOULD:

Halton Catholic Education Centre 4311 Hurontario Street, Unit 100, Mississauga, Ontario L4R 1A1

HALTON 		Annual School Generated Funds Plan					
Date:		Principal Signature:					

Approved Expenses

Approved Expense	School Activity Fee	Fundraising	Commissions / GST/HST Rebate
Technology/Audio Visual <ul style="list-style-type: none"> which complement and do not replace existing school board allocations 		X	X
Project for School Physical Enhancement <ul style="list-style-type: none"> ...moderate school facilities that do not replace existing school facilities at the school. (e.g., rebuilding cafeteria and retrofitting auditorium, gymnasium enhancements) ...upgrades to existing facilities such as recreational facilities, installation ofSchool improvement projects (for example playground equipment, shade structures, gardens, outdoor rink, green initiatives) NOT – facility renewal, maintenance, or upgrades normally funded through the school renewal grants such as structural repairs, sanitation, emergency repairs, or replacing floor tile due to wear and tear. 		X	X
Student Awards (a/M.O.) (gift cards not eligible)	X	X	X
Graduation/Confirmation	X	X	X
(Field Trips)	X	X	X
<ul style="list-style-type: none"> ...speakers 	X	X	X
Parent Volunteer Events		X	X
Student Council Activities	X	X	X
Library Books / Library Programs		X	X

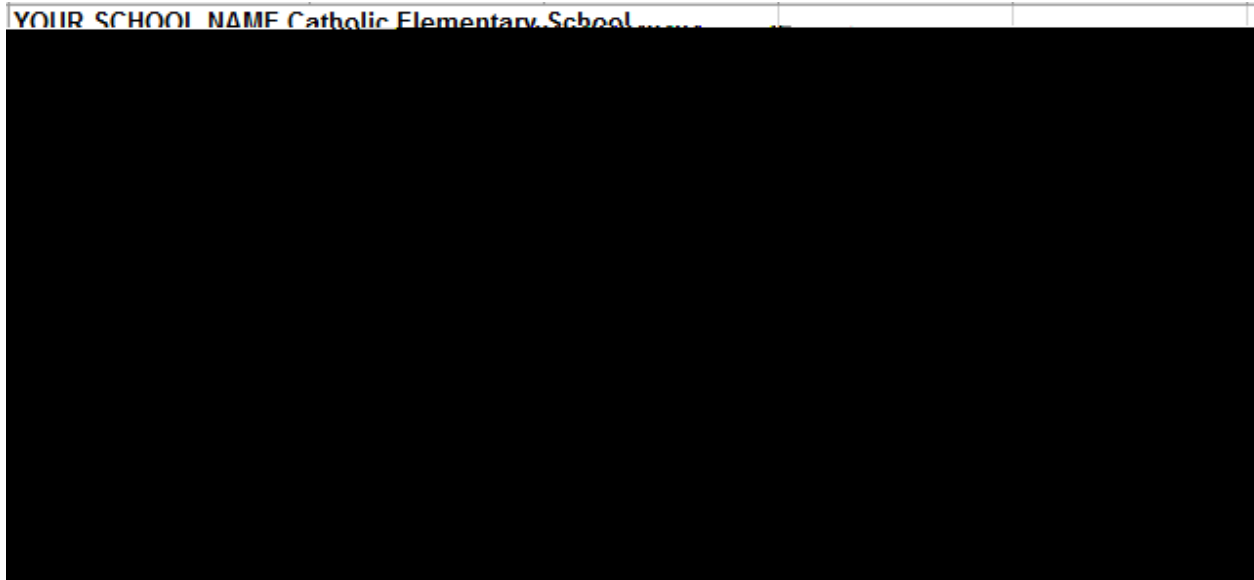
Expenses that could be purchased from the School Board Operating budget (via Purchasing Card, Purchase Requisition or Payment Request):

- < Technology / Audio Visual
- < Support for School Physical Education
- < Athletics
- < Library Books/Literacy Rooms
- < Support Materials (Elementary)
- < Guest Speakers for students and/or programs that support curricular areas
- < Hospitality for School Community and Catholic School Council Events

Expenses NOT APPROVED to be paid by either SCE or School Board's Operating Budget:

- < Gifts for any HCDSB staff (including gift cards, alcohol, aromatic) and
- < Staff Social activities or meals (including retirement, birthday and year-end celebrations)
- < Home care of staff
- < Alcohol and Tobacco product
- < To reimburse cancellation

HCDSB – School Generated Funds Reporting Template



As at REPORTING DATE

Ending Balance	Opening Balance	Revenues	Expenses
		Administration	-
-		Athletics	\$
-		Clubs and Activity Fees	\$
\$		Commissions	
\$		Culture of Life	
\$		Departments	
\$		External Charities	
\$		Field Trips/Excursions	
		Other	
		Special Programs	
		Unassigned	