

## **Chapter 6**

### **Administration of School Community Council Funds**

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#### **6.1 – Accounting Guidelines**

##### **General Information (legislation)**

1. The Board is responsible for all revenues and expenses related to the operation of the School Division.
2. Councils are accountable to the Board and the public for ensuring that their funds (self-generated or received through grants) are managed in accordance with Board Policy, Administrative Procedures and recognized accounting practices.

##### **Accounting Considerations**

1. In order to exercise effective control over funds, SCCs must maintain and make available complete and accurate accounting records. Financial management shall be based on generally accepted accounting practices that include:
  - Receipting and recording of all revenues
  - Safeguarding/control of cash
  - Authorization and recording of all expenditures
  - Documentation to substantiate expenditures
  - Monthly bank reconciliation
  - Preparation of a year-end Financial Report
  - Audits by Education Centre staff or an external auditor
2. The fiscal year for councils operates from September 1 to August 31.

#### **6.2 – Bank Accounts and Investments**

##### **Current Bank Account**

1. Each council may have a single bank account. This account should:
  - Provide bank statements dated at month-end
  - Provide interest earned each month on account balances
  - Provide for all cheques to be signed by two people
  - Have a minimal monthly service charge

##### **Cheques**

1. Use pre-numbered cheques that bear the school and council name.

2. Voided cheques must be retained and filed in numerical order.
3. Unused cheques must be kept in a safe place where they are accessible only to members with signing authority.
4. Dual signatures shall be required on each cheque. It is recommended that the council, by motion, approve three people to have signing authority.

#### Deposits

1. Funds collected are to be deposited intact (in their entirety).

#### Investments

1. Surplus funds may be invested for short periods of time in terms deposits or guaranteed investment certificates with financial institutions covered by the Canada Deposit Insurance Corporation.

### **6.3 – Disbursement of Funds**

1. All disbursements must be supported by an original invoice or receipt that shows the amount and purpose of payment.
2. Upon authorization by council, the disbursement of funds will be made by cheque.
3. Blank cheques must not be signed.

### **6.4 – Year End Financial Reports**

1. A year-end financial report will be submitted to the Fairview Education Centre office.