



## XXXX: Fundraising (AP)

Approved: 25 12 02

---

### 1. PURPOSE

This Administrative Procedure establishes how fundraising activities are approved, how school-generated funds (SGF) are administered, and how the District ensures financial integrity and transparency. It is guided by Pacific Rim School District's Fundraising Policy.

The intent of this procedure is to ensure that funds raised in the name of the school or District are managed as public funds and are safeguarded through appropriate internal controls, reporting, and oversight consistent with public-sector accounting practices in British Columbia.

### 2. DEFINITIONS

**“Fundraising”** Any organized activity or appeal conducted in the name of the school or District to raise money through events, product sales, or community campaigns to support school programs, services, or student activities. Fundraising does not include donations (gifts with no expectation of return) or sponsorships (support provided in exchange for recognition or benefit), which are governed under separate Board policies and administrative procedures.

**“School-Generated Funds (SGF)”** Funds raised or collected in the name of the school or District through fundraising activities, fees, or other local sources and administered by the District.

**“Parent Advisory Council (PAC) Funds”** Funds raised independently by a Parent Advisory Council operating under its own name and bank accounts. Unless formally transferred to the District, PAC funds are not considered school-generated funds.

### 3. APPROVAL AND PLANNING

All fundraising that involves students or is carried out in the name of the school must be approved by the Principal prior to the activity taking place, regardless of whether the activity is initiated by school staff, students, or a Parent Advisory Council (PAC).

Fundraising conducted by a PAC in its own name and accounts remains under PAC authority, however where a PAC:

- involves students in the activity, and/or
- conducts fundraising in the name of the school (including use of the school name, logo, or reputation),

the activity becomes subject to this Administrative Procedure and requires Principal approval.

Schools are expected to maintain an annual overview of fundraising activities. This does not need to be complex, but should summarize the types of activities planned, their intended purposes, and who is responsible for oversight.

For each fundraising initiative, the supervising staff member or PAC representative must provide the Principal with a brief description of the activity, including the intended use of proceeds, anticipated timelines, level of student involvement, and any risks associated with the activity (for example,



safety, workload, or reputational considerations). Approval must be obtained before fundraising activities are commenced.

#### **4. FINANCIAL ADMINISTRATION**

Funds raised in the name of the school or District are school-generated funds and must be deposited into District-authorized accounts. Under no circumstances may fundraising money be deposited into personal bank accounts or held off-site for extended periods.

All cash and cheques must be secured until deposited. Where reasonably possible, two individuals should be involved in counting funds, and appropriate documentation must be maintained to record amounts received.

Funds collected during fundraising must be deposited intact and in a timely manner. Fundraising proceeds may not be used to make purchases before being deposited into the school-generated funds account.

#### **4. INTERNAL CONTROLS AND OVERSIGHT**

Schools must take reasonable steps to ensure that the handling of funds is structured to minimize errors and the risk of misuse. Whenever possible, the roles of collecting funds, recording transactions, and completing bank reconciliations should be shared among different individuals. The Principal remains responsible for oversight regardless of how duties are assigned.

All expenditures from school-generated funds must follow District purchasing and payment procedures. Cash purchases are not permitted. Every transaction must be supported by proper documentation, including invoices or original receipts.

Where fundraising involves the sale of goods, schools must maintain records of inventory received, sold, and returned. The district's Finance department must be notified immediately if there are any discrepancies between inventory and funds collected and discrepancies must be investigated without delay.

#### **5. ACCOUNTING AND RECONCILIATION**

Each school must keep accurate records of all fundraising activity and SGF transactions. Records should be organized by activity or account to allow for easy tracking of funds raised, spent, and the remaining balances.

Bank accounts related to SGF must be reconciled on a monthly basis. The Principal is responsible for reviewing and signing each reconciliation and ensuring discrepancies are resolved.

The district's Finance Department may review reconciliations, request supporting documentation, and conduct periodic internal audits or reviews to confirm compliance with District procedures and financial reporting standards.

#### **6. USE OF FUNDS**

Funds raised through fundraising must be used only for the purpose communicated at the time of the activity. They may not be redirected for unrelated use without approval. If funds remain after a project is completed or cancelled, the remaining balance must be used for a purpose consistent



with the original intent of the fundraising activity. For example, unused funds raised for a band trip must be redirected to the music program, such as for student activities, instruments, or related equipment.

When funds are redirected, the revised purpose must be documented, and schools should communicate the change to families or contributors where practicable. Funds raised through group sales or events are not individually refundable unless this was clearly stated in advance. It is expected that funds raised are used by the end of the school year unless being accumulated for a specific purpose, i.e. playgrounds, international student trips.

## **7. MONTHLY REPORTING TO THE DISTRICT**

Each school is required to submit a monthly Fundraising and School-Generated Funds Report to the district's Finance Department. This report must include:

- the fundraising activities completed during the month,
- the amounts raised for each activity,
- expenditures to date,
- a brief explanation of how funds were used, and
- remaining balances.

The Principal is responsible for reviewing and certifying the report before submission.

## **8. OVERSIGHT AND ESCALATION**

The district's Finance Department may follow up with schools requesting clarification, conduct reviews, or providing direction where concerns are identified.

Failure to comply with reporting requirements or internal control expectations may lead to increased oversight, suspension of fundraising privileges, or administrative review.

## **9. RECORDS AND RETENTION**

All financial records must be retained in accordance with District records management requirements and must be available for audit.

## **10. NON-COMPLIANCE**

Failure to follow this Administrative Procedure may result in corrective or disciplinary action as determined by the District. Questions about fundraising or financial administration should be directed to the Secretary-Treasurer or designate.

## **RESOURCES AND REFERENCES**

Pacific Rim School District XXXX: Fundraising (P)  
Campbell River School District Operational Procedure 150  
Pacific Rim School District 3300: Corporate Sponsorship (P)  
Pacific Rim School District 3300: Corporate Sponsorship (AP)  
Pacific Rim School District XXXX: Donations (P)  
Pacific Rim School District XXXX: Donations (AP)