

York Region District School Board

Guidelines for Tracking School Council Funds Standard Category & Category Umbrella Information

School Council

DEFINITIONS:

Revenues: *School Council Funds' revenue is all money raised/received by students, staff, or community from activities sanctioned by the school. All money collected is to be deposited intact to the bank account promptly. This means that expenditures are not reimbursed from the cash collected. The total funds are deposited in the bank and cheques issued for reimbursements upon submission of original invoices/receipts.*

Expenditures: *Expenses related to revenue raised/received for School Council Funds. All payments should be made by cheque.*

Category Umbrella	Umbrella Number Series	Definition	Examples
School Council Field Trips/Excursions	17000	All money raised, received and/or cheques written to support the cost of excursions and field trips (including admissions, busing, and accommodations).	Science Centre, Pioneer Village, ROM, Wonderland, Ottawa trip, farm visits
School Council Capital Asset Fundraising	18000	All money raised, received and/or cheques written to support the cost of obtaining capital assets for the school.	Capital items: playground equipment, gymnasium curtains, computer equipment, printers, etc.
School Council Fundraising for/Donation to External Charities	15000	All money raised, received and/or cheques written in support of external charities. These charities would be registered with the Canada Revenue Agency.	Terry Fox, United Way, Share Life, Jump Rope for Heart, Heart & Stroke
School Council Student Activities & Resources	13000	All money raised, received and/or cheques written relating to student activities and/or resources and supplies. These may be recorded by activity.	Activities: library resources, sporting activities, etc.
School Council Other	12000	All money raised, received and/or cheques written.	School spirit events, dances, penny drives, pizza/hot lunches, milk program