



Wilkinson School Community Council

Finance Procedures

This document outlines our financial procedures and processes. Please also refer to the Expense Reimbursement Policy on this website. Note: In June 2021, the Council closed our external TD bank account and moved to SchoolCash Online.

General Information

Cheques are to be made out to **Wilkinson Junior Public School**. However, in the case of a donation, tax receipts can only be given for cheques made out to **Toronto District School Board – For Wilkinson Public School**.

The reporting year is August 1 to July 31.

All of the forms mentioned below can be found on the [Council page of our website](#).

Items posted for payment through SchoolCash Online for events can be refunded within 360 days of the purchase. Requests for refunds must be made to us for any Council events/programs. When a request comes in from a community member, the Treasurer works out the details, records it, and then coordinates the actual refund with the Office Administrator.

- Partial refunds are possible.
- Orders/registrations cannot be edited in the system > they can be refunded and redone.
- Donations are non-refundable as the donor has received a Tax Receipt.

Donations

- We must tell the Principal what we want to use our direct donation money for.
- To use donations for student programs (like ukulele, yearbooks, Scientists in School), let the OA know in advance how much money should be used for each program/activity. They can allocate the money as payments are due.
- To allocate donations to specific programs, the Principal and Office Administrator (OA) will have a category added [e.g., Revitalization], but these categories are chosen from a TDSB-supplied list.
 - If we are running a fundraiser with no set donation/fee amount (e.g., dance-a-thon, bottle drive, or Pay What You Can), we will have to ask people to write a note in the message field so that we know what event the donation was tied to.



- To use our donated funds, we need to submit an invoice and have the funds go from the donation module directly to the vendor (i.e., we cannot pay for items using money from our account and then reimburse that money with funds from the donations module and we cannot transfer donation funds to our account).
- It is easier to submit unpaid invoices > reimbursing people requires a cheque requisition and takes quite a bit longer.
- Any dollar amount donated through SchoolCash Online is eligible for a tax receipt.
- Cash and cheque donations over \$25 are eligible for tax receipts
 - Tax receipts can only be given for cheques made out to **Toronto District School Board – For Wilkinson Public School**. Any donations not requiring a tax receipt can be made out to **Wilkinson Junior Public School**.
 - As cash and cheque donations usually come to the school office, they will be placed in envelopes in the school safe to be secured for the monthly Council meeting. The money needs to be checked and the amounts confirmed by the Treasurer and one other person, so these donations cannot be deposited until the Treasurer signs off on them.
 - These donations need to be sent to the TDSB using Form AC-219.
 - The Treasurer will arrange with the Office Admin to deposit cash/cheques, preferably once per month. The Treasurer will collect the cash or cheques from the school safe and complete Form AC-219.
- We should direct people to address donation envelopes to “Wilkinson School”, so they go directly to the OA and do not sit in the Council mailbox.
- Donations are non-refundable as the donor has received a Tax Receipt.

Record Keeping Requirements:

- All committees are required to keep track of their expenses throughout the year. This will help us keep track of our budget and aid in our end of year reporting.
- You can create your own spreadsheet or use the “Committee Budget Tracker” template.
- If using the “Committee Budget Tracker”, after entering your approved budget in cell B3, the *Budget Remaining* field will automatically update as you enter expenses into the table.
- Please submit your completed spreadsheet to council@wilkinsonps.org at the end of your event or program or before the June meeting. If your event or program takes place or continues past the June meeting date, please submit an updated spreadsheet once



the event or program is over. The Communications Committee will forward all spreadsheets to the Executive.

If You Are Running an Event or Program:

- Please refer to the Legacy Planning document for your event for helpful tips and instructions: kept in the Council Google shared drive within the WSCC Legacy Planning and Committees folder.
- If you're asking people to contribute an amount of their choosing, using the donations module is a good method.
- If people are buying specific items with set prices, this can be created in the SchoolCash Online non-board account module. When families login to their Cash Online accounts, the items will automatically be displayed under each child's name. Payment methods are credit card and eCheck.
- To set this up, fill out the "Event and Activity Form" to add items to the system. Please provide as much detail as possible.
- Email the form to the Principal and council@wilkinsonps.org **after** the event has been discussed and approved by the Council at a Council meeting.
- **Note** that TDSB staff can only use SchoolCash Online if they have a child in the TDSB. If the program is for school staff as well, contact the Office Administrator to set up a dedicated link in the system for teachers to use.
- The Office Admin will run a system report (e.g., outlining who registered, what they paid, which package they selected) for approved events, once a week during the event campaign as well as once at the end of the event campaign.
- The report should be sent to the event lead so they can determine what needs to be ordered and plan accordingly.
- Currently there is only one quantity field. If people can purchase more than one item, they may need to do this in several steps (see the sample messaging below).
- A Square reader can also be purchased for the school for around \$75 to be used at events. The fees are higher than using SchoolCash Online and we don't get the HST rebates we get with SchoolCash > Square is best used with larger events or items where the profits will offset the fees.
 - The reader is attached to the non-board account and a cell phone and email address are needed to set this up.



- We cannot give refunds through Square. They need to be processed separately and paid by cheque.
- It could be used for Fun Fair to sell things on the day of and reduce the amount of cash onsite. However, tickets for food and games could also be sold in advance through SchoolCash Online.
- Our Finance Officer has more information and best practices for using Square.
- If money is collected at an event (e.g. Bake Sale, Fun Fair, Movie Nights, Fall Fest), you will need to count and record the money by denomination at the end of the event. Refer to the “If You Need to Deposit Cash or Cheques” Section below.

Sample Messaging with Instructions for Families:

- *Scenario: A cookbook costs \$20 and donating a book to another family costs \$18.*
- Message: “Simply [login to your account](#) and click on “Items”. You should see a link to purchase the cookbook under your child’s name (you may also see this as soon as you login). Pay by credit card or e-Cheque (like an e-transfer). You will receive a confirmation email. Don’t have your account set up yet? Follow this TDSB [step-by-step document](#).”

If you are ordering books for yourself and to donate, please follow these instructions:

To order one of each, check off both boxes (“Wilkinson Cookbook [add \$20]” and “Donate a Wilkinson Cookbook [add \$18]”) and leave the quantity at the bottom as 1. Click Add to Cart.

– You should now see both books in your cart with the correct total and can click Continue to checkout.

Say you’d like 2 of the \$20 books and one of the \$18 books:

– Check off the box beside “Wilkinson Cookbook [add \$20]”. Fill in the quantity at the bottom of the page. Click Add to Cart.

– On the next screen, click Select More Items. This will take you back to the homepage. Click on the link for the cookbook again.

– This time, check off the box beside “Donate a Wilkinson Cookbook [add \$18]”. Fill in the quantity at the bottom of the page. Click Add to Cart.

– You should now see both books in your cart and can click Continue to checkout.”



If You Need a Cash Float for an Event:

- Please fill out the “Float Request Form”. You are to fill in the red boxes along the left side under the Cash Disbursements header: fill in all the details about how many of each bill and coin denomination you would like, and the total value of each denomination requested (if you are unsure what to enter in which field, hover your cursor over the red box until the message appears). **Note:** You can only request full rolls of coins.
- Make sure to include a total for all bills and coins requested. Email the completed form to council@wilkinsonps.org and make sure to include details about which event the float will be used for and the date of the event.
- It will be forwarded on to the Council Executive to be recorded, and the Treasurer will submit it to the Office Admin or Principal so the Office Admin can send PACE a service request form.
- The cash will be brought by PACE Credit Union to the school and kept in the safe. We can continue to use what’s left after each event for the next event (instead of withdrawing and depositing each time).
- Funds should be requested from the Treasurer 2-3 weeks in advance. Access to funds will need to coincide with school hours. PACE only does pick-up/drop-off on Tuesdays.
- The funds will be signed out on the Deposit Log in the school office. This can be done by an event lead.
- After the event, please give the Treasurer the remaining money. The Treasurer will record the amount remaining and bring it to the school so it can be put back in the safe.

If You Need to Pay a Vendor Invoice or be Reimbursed for Out-of-Pocket Expenses:

- The committee or event lead will fill out the “School Council Non-Board Funds Disbursement Voucher”. Please make sure that HST is split out from the total.
- They will send the voucher together with all supporting documents (e.g., invoice, receipt, email conversation) to council@wilkinsonps.org.
- The Communications Committee will forward it to all current members of the Executive Committee.
- The Treasurer will record the details in our financial documents and ensure the expense is approved. The Treasurer will then forward it to the school Office Administrator for payment. This should be done monthly.
- Individuals are reimbursed by cheques which are issued at Council meetings.



- Note: In case where we need to pay another school council, the money will be sent to them via budget transfer. The amount will be deposited to the School Council budget line within the other school's system – they can confirm the deposit with their Office Administrator.

If You Need to Deposit Cash or Cheques:

- Please fill out the "School Council Non-Board Fund Deposit Voucher".
- Send the voucher to council@wilkinsonps.org and let the Council Executive know the total amount you are depositing and what the money is for (the Communications Committee will forward it to the Executive).
- PACE does not want change to be rolled. Instead, place each denomination of money in a separate Ziplock or envelope.
- Give the cash/cheques and deposit voucher to the Treasurer. In the office, the Treasurer will fill out the first 6 columns of the "School Council Deposit Log" located in a binder in the office. The Treasurer will complete this once per month, with an appointment set with Office Admin.
- The OA will count the funds as confirmation of amounts and will verify the funds on the Deposit Log. The OA will then have PACE pick up the funds from the school.

Monthly Reports for Meetings

- The Office Admin will also run a general report the last Friday of the month in preparation for School Council meetings. This general report can be reviewed by the Treasurer at each Council meeting.

When the Council Funds a School Club or Program

- Everything ordered by staff should go through the school office and be ordered by the Office Administrator. There are strict rules around what can be ordered for classrooms and clubs.
- Staff are to check with the Office Administrator and Principal before placing orders to ensure TDSB-approved vendors are used. Otherwise, reimbursement is not guaranteed (e.g., orders through Staples or Dollarama cannot be reimbursed).
- Once the expenditures are approved, the receipts will be sent to the Council for tracking purposes. In the case of staff, the Council should only receive receipts from the Office Administrator or the Principal/Vice Principal.



Ministry Grants

We are entitled to two Ministry grants each year. Information can be found on the PIAC website: <https://torontopiac.com/funds-and-fundraising.html>

Parent Engagement and Outreach Grants

1. **Each school council receives \$1.25/full-time student (min. \$300 - max. \$1000) annually** from the Ministry of Education via the TDSB for School Council operations. This money is held in school budget line GL41500 and can be accessed through your school's administrators.
 - You can find the amount allocated to your School Council using the drop down menu (select school name) on the [TDSB School Budget website](#).
2. **Each school council receives \$500 annually** from the Ministry of Education (Grant for Student Needs: Parent Engagement Grant) to support parent outreach. This fund is also held in school budget line GL41500 and can be accessed through your school's administrators.
 - **School Councils determine the spending of the above funds.** Eligible use includes parent outreach activities, newsletters, photocopies, refreshments for School Council meetings, Council event insurance. A list of suggested expenses and exclusions can be found [here](#).
 - **Administration Note:** *when possible, expenses for the Grant funds should be done thru approved vendors, using the TDSB purchasing department.*