

Sunrise School Division

Divisional Procedure

Number – 4130

Procedure Title	Divisional Procedure: Scholarships and Donations		
Date of Issue	March 10, 2005	Related Procedure	
Revision Dates		Related Forms	
Review Date	March 1, 2006	Originator	Secretary Treasurer

Rationale

Sunrise School Division requires all donations and scholarships to be held at the School Division level.

Procedure

Individuals or groups may choose to set up a scholarship fund or make a donation to a specific school. These dollars are to be maintained by the Secretary Treasurer. Depending on the size of the scholarship donation and the number of years expected to pay out, a separate bank account may be opened.

The Secretary-Treasurer will issue a charitable receipt for scholarships and qualifying donations for schools.

Criteria is to be established by the donor and will be followed by the school in requesting disbursements from the funds. The schools will be notified annually of the dollars available for scholarships. A written request from the School's Principal is required to release the funds.

Some Parent Advisory Councils want to pay for equipment/supplies within schools that do not require a charitable receipt. The money will flow through the schools other revenue account (GL #1-120/180-xxx-001-297). The items to be purchased will be recorded on the school division purchase order system and will be charged to the school's "School Related Activities account" (GL #1-132-xxx-001-711). These new revenue and expense accounts will show up monthly on the School Supply Budget report, and will become part of the carryover if dollars are not spent before the end of June.

Some Parent Advisory Councils pay for playground equipment, the PAC dollars will be credited to GL #1-860-xxx-000-297 with the purchase going through 1-860-xxx-000-761. All purchases must follow Divisional procedures.