



ACCESSIBILITY:

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Unacceptable Sources and Uses of School Generated Funds

The following are examples of **unacceptable** sources and uses of school generated funds:

- A textbook fee or deposit
- Learning materials that are required for the completion of the grade/course, such as the items listed below. This list is not exhaustive:
 - French workbooks
 - Spanish workbooks
 - Accounting ledgers
 - Mathematics workbooks
 - Mandatory purchase of recorders or reeds
 - Calculators, protractors, and other required math materials
 - Standard art or science supplies
 - Lab materials or safety goggles
- Locker fees or lock deposit
- Field trips or excursions where participation is mandatory for the completion of the grade/course or a quiz/test/project is required based on the field trip or excursion
- Items that are funded through the allocated budget of a school board, such as:
 - Computers
 - Staff development and training costs
- Learning materials that are required to meet the learning expectation of the grade/course, but are consumed by the student and cannot be used again by another student in the next grade/semester
- Fees for printing and mailing transcripts or OSSD certificates to active students
- Timetables or admit slips
- Mandatory participation in elementary retreats as part of the sacrament preparation program
- Participation in secondary retreats as part of the Religious Education program
- Participation in mandatory physical and health education programs that are required to complete the course
- Mandatory flat fees for any course leading to graduation other than optional programming
- Maintenance, sanitation, or emergency repairs of a school or other Board facilities
- Infrastructure improvements or capital projects (classroom, gym, or other additions) which:
 - Are funded through the Ministry of Education
 - Increase the student capacity of a school
 - Increase the school or Board operating or capital costs
- Purchase of goods or services from a company in which a School Council member or employee owns or has a direct or indirect financial interest
- Professional development activities for staff including meals, refreshments and snacks
- Staff meeting costs including meals, refreshments and snacks
- Any salary or wages of employees with the sole exception being costs associated with a supply necessitated by the mandatory presence/participation of regular teaching staff in extracurricular student activities [see Acceptable Sources and Uses of School Generated Funds (APB004-AX: Appendix A)]
- Honourariums or other monetary payments to employees, including gift cards
- Advance payment to employees with the exception of cash floats [see Cash Float Procedures (APB004-DX: Appendix D)]
- Support for partisan political activity, group, or candidates
- Any fundraising activity that is not compliant with:
 - Federal, Provincial, or Municipal legislation
 - Ministry of Education guidelines and policies
 - Relevant Board Policies and/or Administrative Procedure Memos
- Staff social activities or meals including meals, refreshments, and snacks



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- Items exclusively for staff use
 - Personal items for staff (i.e. gifts, coffee, etc.)
 - Traffic, parking, or other motor vehicle related tickets and/or fines, any other fines received by staff, parents, students or volunteers
 - Gasoline or fuel paid for by Staff and Primary Contacts of School Activities, students, parents, and volunteers when using a personal vehicle on Board business
 - Mail/courier costs associated with the transfer of student OSR's
 - Purchase of new Chromebooks/I-Pads etc.
 - Chromebook/I-Pad etc. repairs and maintenance
 - Student cell phone repairs/replacement
 - Supplies or any other supports for programs collecting fees (i.e. Extended Day Program, etc.)
 - Software and software licenses.