



School Rental and or Fundraising Projects- Procedure

Procedures

Accounting procedures for rental and or fundraising are as follows:

- a) Director/Principal is responsible for the decision to rent Southeast Facilities and has been authorized to set fees in consultation with the Finance administrator to ensure best price practices.
- b) A contract will be drawn up to state terms of either the rental or fundraising project and signed off by the Director/Principal.
- c) All monies collected either as a result of rental or fundraising must be recorded in the school's annual revenue line in the accounting system and thus be deposited to the schools bank.
- d) Distribution for funds collected as a result of rental or fundraising should be determined as part of the agreement/contract.
- e) The coordinator of the fundraising efforts should prepare a report as a follow up detailing the Revenue and expenditures for the event.
- f) The Finance Administrator is responsible for the maintenance of proper accounting procedures and the safeguarding of all SEC's funds.

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