

**CHARTER OF  
THE FINANCE COMMITTEE  
OF THE  
ST. THERESA OF LISIEUX CATHOLIC HIGH SCHOOL  
ADVISORY COUNCIL**

**1. PURPOSE AND RESPONSIBILITIES:**

The primary purpose of the Committee is to assist the Catholic School Council in fulfilling its financial objectives, including but not limited to, reviewing funding proposals, reviewing the rules and criteria relating to the Catholic School Council's finances and making recommendations to the Catholic School Council.

**2. DEFINITIONS AND INTERPRETATIONS:**

**2.1 Definitions**

In this Charter:

- (a) "Catholic School Community" means the students, the parent/guardians of students enrolled in the School, the School staff members, the pastor(s) or designate, the School trustee(s) and all School ratepayers within the area serviced by the School;
- (b) "Catholic School Council" means the St. Theresa of Lisieux Catholic School Advisory Council;
- (c) "Committee" means the finance committee of the Catholic School Council;
- (d) "Chair" means the Chair of the Committee;
- (e) "Parent Member" means a member of the Catholic School Council; and
- (f) "Global" means a large number of students, if not all students and/or the Catholic School Community as a whole.
- (g) "School" means St. Theresa of Lisieux Catholic High School.

**2.2 Interpretations**

The provisions of this Charter are subject to the provisions of the Catholic School Council's Constitution, General By-law and to the Acts and Regulations referred to therein.

### **3. ESTABLISHMENT AND COMPOSITION OF THE COMMITTEE:**

#### **3.1 Establishment of Committee**

At the first meeting of the School year of the Catholic School Council, membership to the Committee shall be established. Parent Members or other persons who are not members of the Catholic School Council shall put forth their names on a voluntary basis. Membership will be drawn first from the Parent Members. The Secretary of the Catholic School Council will record in the minutes the names of the members of the Committee determined for the School Year.

#### **3.2 Number of Members**

A minimum of four (4) and a maximum of eight (8) voting members shall comprise the Committee consisting of:

- (a) the Chair of the Catholic School Council;
- (b) the Principal of the School;
- (c) the Treasurer of the Catholic School Council; and
- (d) five Parent Members of the Catholic School Council or other persons who are not members of the Catholic School Council.

### **4. COMMITTEE MEETINGS:**

#### **4.1 Quorum**

A quorum of the Committee shall be four voting members.

#### **4.2 Chair**

The Chair of the Catholic School Council shall be Chair of the Committee. The Chair shall, in consultation with the Principal, prepare an agenda for all meetings of the Committee.

#### **4.3 Secretary**

The Chair may designate a member of the Committee to be Secretary of the Committee and to record the Minutes of the meetings.

#### **4.4 Time and Place of Meetings**

The Committee shall determine the time and place of meetings, the calling of meetings and the procedures at all such meetings throughout the School Year.

#### 4.5 **Voting**

Each member of the Committee, with the exception of the Principal of the School, shall have the right to vote on matters brought before the Committee.

#### 4.6 **Authority of the Committee**

The Committee shall have authority to make recommendations to the Catholic School Council, but shall have no decision-making authority, other than as specifically contemplated in this Charter.

#### 4.7 **Reporting to the Catholic School Council**

The Committee shall report to the Catholic School Council at its next meeting the proceedings at the meetings of the Committee and all recommendations made by the Committee.

### **5. RESPONSIBILITIES OF THE COMMITTEE:**

- 5.1 Annually review Section 10 – Funds of the General By-law of the Catholic School Council no later than October 31<sup>st</sup>.
- 5.2 Annually review established criteria for funding proposals no later than October 31<sup>st</sup>.
- 5.3 Annually review the Application for Funding form no later than October 31<sup>st</sup>.
- 5.4 Review submitted Applications for Funding no later than mid-November and mid-March of each School Year and determine which application(s) meet the established criteria.
- 5.5 Report to the Catholic School Council at its next meeting a list of all funding proposals submitted and reviewed by the Committee, together with the Committee's recommendations.
- 5.6 Provide complete and accurate information to the Catholic School Council to ensure that the funds of the Catholic School Council are distributed fairly and equitably in each year and over the years.
- 5.7 Annually review the qualifications and independence of the financial expert who will perform the review of the year-end books, records and Financial Statement for the Catholic School Council.

A financial expert shall have the following attributes:

- (a) an understanding of generally accepted accounting principles and financial statements;
- (b) ability to assess the general application of such principles in connection with the accounting for estimates, accruals and reserves; and
- (c) experience preparing, auditing, analyzing or evaluating financial statements that present a breadth and level of complexity of accounting issues that are generally comparable to the breadth and complexity of issues that can reasonably be expected to be raised by the Catholic School Council's financial statements.

## **6. FUNDS OF THE CATHOLIC SCHOOL COUNCIL:**

### **6.1 Generating Funds**

- (a) Funds to be generated through the Student Activity Fee, paid annually by parents of students enrolled in the School, on a *voluntary donation* basis in the amount of \$30.00 per student.
- (b) Funds generated from the Student Activity Fee to be provided to the Catholic School Council by Administration no later than mid-November of the School Year.
- (c) The Committee or the Catholic School Council shall not conduct any additional fundraising throughout the School Year.

### **6.2 Safekeeping**

A separate bank account shall be maintained for the funds of the Catholic School Council. The Committee shall review and monitor the safekeeping and account maintenance procedures. The Committee shall make regular reports to the Catholic School Council.

### **6.3 Eligibility for Catholic School Council Funding**

The following groups may receive funding from the Catholic School Council:

- (a) Student Government.
- (b) School Staff and Administration.
- (c) Student Clubs and Teams

The Catholic School Council shall support new clubs and teams added to our School Community from 2006 forward with a maximum of a \$200.00 start-up

donation. This one-time funding must meet the criteria for funding set out in paragraphs 6.4 and 6.5 of this Charter. The start-up donation must be spent on tangible items that must remain with that team or club and assist in its operation.

- (d) Catholic School Council.
- (e) The Committees of the Catholic School Council.

#### **6.4 Content and Submission of Applications for Funding**

- (a) Each Application for Funding shall be accompanied by a minimum of two independent quotations with specific dollar values supported by a detailed description of the item(s) unless there is only one potential supplier and must include all applicable taxes, shipping and installation costs, if applicable.
- (b) All Funding Proposals must comply with the Catholic School Council Constitution, The Ontario Education Act, Sections 612 and 613 as amended, the York Catholic District School Board Guidelines as outlined therein and the criteria for funding proposals set out in paragraph 6.5 of this Charter.
- (c) Funding Proposals must benefit the Global student community.
- (d) Completed Applications for Funding forms must be submitted to the Principal no later than October 31<sup>st</sup> for semester one and March 31<sup>st</sup> for semester two.
- (e) The Principal shall provide the completed Applications for Funding forms to the Committee at the first designated meeting, which shall be held no later than ten (10) days following the submission dates for each semester.
- (f) The Committee shall submit all completed Applications for Funding forms, which meet the established criteria, together with its recommendations to the next meeting of the Catholic School Council for its consideration.

#### **6.5 Criteria for Funding Proposals**

All funding proposals must meet one or more of the following criteria:

- (a) Must benefit students in the School year in which the funding is generated;
- (b) An alternative source of funding is not available (e.g. The School Board, The Ministry etc);
- (c) Must provide immediate tangible support(s) and benefit(s) to the Global student community;

- (d) Must provide tangible benefit(s), which extends over more than a one-year period;
- (e) Must be for a one-time purchase and not commit the Catholic School Council to an on-going annual commitment, other than those established by the Catholic School Council in its annual Goals. (e.g. annual Library and EQAO funding commitments);
- (f) Must support academic excellence;
- (g) Must enhance our Catholic faith;
- (h) Must support leadership development and mentoring;
- (i) Must support School spirit;
- (j) May include up-grading of the School facilities not covered by the School Board or the General School Budget, which directly benefit the students (e.g. Mural in the Gym, Up-grade to higher quality sound system, etc); and
- (k) Each Funding Proposal shall not exceed \$10,000.00 in a single School year.

#### **6.6 Reporting on Distribution of Funds**

The Committee shall provide a written report to the Catholic School Council for communication to the Catholic School Community as to how the funds have been distributed. The report shall be sent to the Catholic School Community via the School newsletter, presented at monthly Catholic School Council meetings, posted on the School's website and retained in the records of the Catholic School Council which are maintained in the Library.

### **7. CHARTER REVIEW**

The Committee shall review this Charter annually and recommend its changes, if any, to the Catholic School Council.