



Title: **USE OF RESERVES**  
Adopted: April 1, 2014  
Revised: February 2017, June 2019

Related Documents:

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## **POLICY**

It is the policy of the Bloorview School Authority that expenditures of Reserves will be made so as to properly reflect the needs of the school based on the Board Strategic Plan and/or new initiatives and in line with acceptable uses as outlined in the guidelines.

## **BACKGROUND**

1. Bloorview School Authority receives gifts from donors and realizes investment income from these revenues. These funds have been invested in accordance with the Board's Investment Policy.
2. Reserves and Reserve Funds are set aside by the Authority Trustees for future operating and capital purposes.
3. The Capital Fund contains funds in Bursary portfolios and other amounts designated by the school authority
4. The School Activities Fund contains funds from Donors along with accumulated interest.

## **GUIDING PRINCIPLES**

5. The purpose of this policy is to establish a framework to meet the overall objective of accessing funds in the Reserve accounts within the authority and mandate of the Finance and Audit Committee.
6. These monies are reported in Bloorview School Authority's Financial Statements under the categories:
  - a. Restricted for School Programs
  - b. Restricted for Bursaries
  - c. Unrestricted

7. Expenditures from these categories undertaken by the Authority shall be made in accordance with the guidelines outlined below.

## **GUIDELINES**

8. Reserves and Reserve Funds - Distribution of funds from the Reserves and Reserve Funds requires Board Approval.
9. Capital Funds - Scholarship awards or Bursaries requires approval from the members of the Bursary committee(s). Distribution of any other amounts in this fund requires Board Approval.
10. School Activities Funds - Funds must be spent in accordance with the direction of the Donor, when identified. Distribution of any other funds in this account requires Board Approval.
11. The Ministry of Education through the annual budget process approves operating funds for the School Authority. To this end, the following is a list of acceptable and unacceptable uses of the Reserve funds.

### Examples of Acceptable Uses of the Funds:

- Purchase of additional supplies or equipment not specifically funded through the School Budget
- Field Trips or other excursions
- Guest speakers or presentations
- A portion of a staff compensation which is not funded by the Ministry of Education.
- Ceremonies, awards, plaques, trophies or prizes for students
- Special Project contracts

### Examples of Unacceptable Uses of the Funds:

- Items funded through the allocated budget of a school board including, but not limited to learning materials and textbooks
- Goods and services for employees, where such purchase would contravene the Education Act
- Staff compensation for positions which are normally funded in full by the Ministry of Education
- Staff training for professional development including support for teacher absence at professional development activities
- Administrative expenses
- Expenditures that would result in a significant increase in school and board operating costs