District School Board
Ontario North East

SchoolCash - Proposed Annual School Fundraising Plan
Deadline: September 1st each year

Principals are required to complete a proposal outlining the anticipated funds to be received and spent through SchoolCash during the current school year. Please complete the table on the second page, noting that funds raised through school-level initiatives are expected to be used in the year they are generated, unless they are designated for a specific, approved long-term project. Using funds in the year they are raised helps ensure equity, so that all students benefit fairly from fundraising activities during the time they are enrolled at the school. Additional guidance is available in **Procedure 3.1.4 –** SchoolCash - Fundraising and School Generated Funds. Use additional pages as required.

SchoolCash - Proposed Annual School Fundraising Plan - EXAMPLE

Current bank account balance **$50,000** as of (date) **August 25, 2025.**

Purpose for Use of Funds (Field trip support, Extracurricular resources)	**Opening Bank Balance (A)**	**Expected Fundraising/Revenue Amount (B)**	**Expected Expenses (C)**	**Closing Balance (A+B-C)**
Field trip - Sudbury	$8,000	$10,000	$9,000	$9,000
Grade 8 trip	$20,000	$50,000	$54,000	$16,000
Field trip – North Bay	$2,000	$100	$500	$1,600
Basketball	$5,000	$3,000	$2,500	$5,500
Boys soccer	$6,000	$1,000	$750	$6,250
Breakfast program	$4,000	$3,000	$4,000	$3,000
Graduation	$3,000	$5,000	$7,500	$500
Music	$2,000	$500	$250	$2,250
Total	**$50,000**	**$72,600**	**$78,500**	**$44,100**

Your current bank opening balance should all be allocated, as highlighted yellow in column A.   If your bank account is increasing yearly, you may want to consider spending more in the current year.

If you have any questions, please reach out to Marc Roy at marc.roy@dsb1.ca.

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School Name:___________________________ School Year: ____________
Principal Name:__________________________ Completed on: (date) _______________________

Current bank account balance $___________ as of (date)_________________.

Purpose for Use of Funds (ex: Field trip support, Extracurricular resources)	**Opening Bank Balance** **(A)**	**Expected Fundraising/Revenue Amount** **(B)**	**Expected Expenses** **(C)**	**Closing Balance** **(A+B-C)**
Total:				

Principal Signature:___________________________ Superintendent Signature: ___________________________
Date: ___________________ Date: ___________________

Plan must be signed by Principal and Superintendent. Forward completed form to Marc Roy at marc.roy@dsb1.ca by September 1st yearly