

## Revenue Categories

School District No. 8 – Kootenay Lake is committed to reporting accurately on revenues collected by Schools including fees charged to families.

**Please ensure all revenues collected are receipted to the most appropriate revenue category.**

If you are receipting funds to a department and the most appropriate revenue category is not attached, go to **Via > eFunds > Create Departments/Accounts > Select the Department > Select the Revenue Account you would like to add > Click Save (screen shot below).**

Please ensure all receipts are “receipted to” the individual or organization that submitted the funds, and “attached” to students when applicable.

<b>General Ledger</b>
> Create Departments/Accounts
> Journal Entry
> Journal Entry Listing

Department	2051	
Department Title	Art	
Report Group		
<hr/>		
Account	Name	Attach?
65202	Donations	<input type="checkbox"/>
65203	Fees	<input checked="" type="checkbox"/>
65204	Agenda & General Supplies Fees	<input type="checkbox"/>
65205	Field Trip & Activity Fees	<input type="checkbox"/>
65206	Academies & Sports Fees	<input type="checkbox"/>
65207	Curricular Supplies Fees	<input checked="" type="checkbox"/>
65208	Staff Fees	<input type="checkbox"/>

Revenue Category	Description & Examples
<b>65200</b> - Fundraising	Any fundraising done for a specific purpose/event
<b>65201</b> – Sales & Rentals	Sales that are not part of fundraising (e.g. cafeteria sales, gym rentals, school hoodies, hot lunch)
<b>65202</b> - Donations	Donations (Note: if a charitable receipt is required, please direct the funds to the Board Office)
<b>65203</b> – Fees (use detailed categories)	Fees charged to families that do not fall into any of the categories below.
<b>65204</b> - Agenda & General Supplies Fees	Fees for agendas & general supplies (e.g. school supplies, notebooks, pens, locks, library card)
<b>65205</b> – Field Trip & Activity Fees	Fees for field trips (e.g. museum) & activities (e.g. swimming, skiing, graduation). Does <i>not</i> include sports trips (see “Academies & Sports”).
<b>65206</b> – Academies & Sports	Fees for academies, sports teams (e.g. dance academy, soccer registration, includes sports trips)
<b>65207</b> – Curricular Supplies Fees	Fees for courses (e.g. workbooks, foods fees, art supplies, band fee)
<b>65208</b> – Staff Fees	Fees for staff (e.g. sunshine fund)
<b>66199</b> – Interest Earned	Bank and investment interest revenue