

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.

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

Department	2051	▼
Department Title	Art	
Report Group		
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
65200 - Fundraising	Any fundraising done for a specific purpose/event
65201 – Sales & Rentals	Sales that are not part of fundraising (e.g. cafeteria sales, gym rentals, school hoodies, hot lunch)
65202 – Donations	Donations (Note: if a charitable receipt is required, please direct the funds to the Board Office)
65203 – Fees (use detailed categories)	Fees charged to families that do not fall into any of the categories below.
65204 – Agenda & General Supplies Fees	Fees for agendas & general supplies (e.g. school supplies, notebooks, pens, locks, library card)
65205 – 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”).
65206 – Academies & Sports	Fees for academies, sports teams (e.g. dance academy, soccer registration, includes sports trips)
65207 – Curricular Supplies Fees	Fees for courses (e.g. workbooks, foods fees, art supplies, band fee)
65208 – Staff Fees	Fees for staff (e.g. sunshine fund)
65209 – Grants	Grant revenues.
66199 – Interest Earned	Bank and investment interest revenue