



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

**Regulation Name: Goods and Services Tax /
Harmonized Sales Tax (GST/HST)
and School Authorities**

**Regulation Code: BA-4.2.1
Policy Code Reference: BA-4.2**

Section: Business and Administrative Services

Established: October 10, 2002

Revised or

Reviewed: February 28, 2008; February 27, 2014; April 25, 2019; December 12, 2023

1. OBJECTIVE

The objective of this administration regulation is to guide Kawartha Pine Ridge District School Board in applying for and administering Goods and Services Tax / Harmonized Sales Tax (GST/HST) as specified by the Canada Revenue Agency.

2. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Employees

All KPR staff members and management personnel, including occasional, temporary and full-time staff.

Excise Tax Act

Federal act in Canada that sets out the excise tax rate for each good and guides the administration and collection of excise taxes on specific goods and services.

Goods and Services Tax / Harmonized Sales Tax (GST/HST)

A tax on the consumption of goods and services in Canada and applies to governments and non-profit organizations such as school authorities.

School Authority

Under the Excise Tax Act, a school authority is an organization that operates an elementary or secondary school in which it provides instruction that meets the standards of educational instruction established by the government of the province in which the school is operated.

School Generated Funds

School generated funds are funds that are raised and collected in the school or broader community in the name of the school by school councils or other school or parent

administered groups. These funds are administered by the school principal and are raised or collected from sources other than the school board's operating and capital budgets.

3. APPLICATION

This administrative regulation applies to all employees and provides guidance surrounding employee purchases that include GST/HST. The regulation is primarily staff-facing.

4. RESPONSIBILITY

- 4.1 The Director of Education has the authority to implement this administrative regulation.
- 4.2 The Superintendent of Business and Corporate Services, or designate, is responsible for the guidelines and directives within this administrative regulation.
- 4.3 The finance team has a responsibility to ensure the timely and accurate submission of the GST/HST rebates to the Canada Revenue Agency.

5. PROCEDURE

5.1 GST/HST Rebates

In order to obtain a GST/HST rebate for purchases made with school generated funds, all GST/HST expense amounts must be entered into the school generated funds finance system by the school for each payment issued through school bank accounts. Any financial liability resulting from a Canada Revenue Agency review of a school will be the responsibility of that school. It is in a school's best interest to ensure that invoices or receipts clearly identify the following in order to properly support all claims for GST/HST rebates:

- 5.1.1 the supplier's GST/HST Registration number, and
- 5.1.2 the amount of GST/HST charged.

5.2 GST/HST Reporting Procedures

The procedures for submitting GST/HST Reports to the Finance Department are as follows:

- 5.2.1 Textbook purchases receive a 100% rebate, while all other supplies receive 83.3%. The Finance Department must be notified of any purchases that were made that qualify for a 100% rebate.
- 5.2.2 Schools must retain original invoices and receipts for seven years for review purposes.
- 5.2.3 As part of the reporting cycle, the Finance Department will advise schools of the amount that has been submitted for rebate. Rebates will be paid by electronic funds transfer (EFT) to schools in February and August of each year.
- 5.2.4 GST/HST Reports will be reviewed by the Finance Department in conjunction with scheduled school financial audits.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[BA-4.2, Goods and Services Tax / Harmonized Sales Tax \(GST/HST\) and School Authorities](#)

[BA-5.1, Procurement Procedures](#)

[BA-7.3, School Generated Funds](#)

Administrative Regulations:

[BA-5.1.1, Procurement Procedures](#)

[BA-5.1.1D, Procurement Procedures – Appendix D – Purchasing Cards](#)

[BA-7.3.1, School Generated Funds](#)

7. REFERENCE DOCUMENTS

Legislation:

[Broader Public Sector Accountability Act Education Act](#)

[Excise Tax Act](#)

[RC4034 – GST/HST Public Service Bodies' Rebate](#)