

# School Council Budget Information Session



# Session Topics



Introduction



TDSB Business Departments



School Council Operational Funds



School Council (School Generated) Funds



TDSB Report Requirements

# Session Topics



## Introduction

# Session Topics



## TDSB Business Departments

# TDSB Business Departments

## Accounts Payable Department

- Process vendor invoice payments
- Process staff reimbursements
- Process Petty Cash Reimbursement claims

## Insurance Department

- Work with OISE, school board insurer
- Address loss and damage claims
- Collaborates with Audit & Risk Management Department
- Contact: Sue Ferguson 416-395-8219

# TDSB Business Departments

## Business Development Team

- Susanna Siou, Manager 416-395-8237
- Distribution of Materials, In-Kind Donations and Fundraising
- Monetary Donations, Employee Discount Prg., Review Grant Applications, Sponsorships

## Finance Support Team

There are assigned Finance Support Officers for each region assisting with finance-related inquiries and school cash online implementation.

[schoolcashonline@tdsb.on.ca](mailto:schoolcashonline@tdsb.on.ca)

# TDSB Business Departments

## General Accounting Department

- Process reimbursements to Budget
- Process all Journal Entries
- Process all TDSB invoices
- Manage Trust and Scholarship accounts
- Process all donations requiring tax receipts

## Purchasing Department

- Acquire all TDSB goods & services
- Establish binding agreements on TDSB's behalf
- Address product concerns with vendors
- Identify product needs with various groups

# Session Topics



School Council Ministry  
Operational Funds  
(Budget building process)



# Ministry Operational Funds

## Budget Building Team

- **Budget Building process should include:**
- School Council representative (Memorandum 122)
- Principal
- Vice-Principal
- Teachers (chairperson / curriculum leaders)
- Office Administrator (and/or Sr. Office Assistant – Budget)
- Student council

# Ministry Operational Funds

## Budget

- TDSB school budget model is non-prescriptive. Principals have discretion with exception to Special Education and School Council.

# Ministry Operational Funds

At the home page, select “About us”; next screen, select “Business Services”. This option expands, then select, “Budgets and Financials”. At the next screen, click on “Find your school budget”.

The first screenshot shows the TDSB home page with the 'About Us' link in the top navigation bar. A red arrow points to this link.

The second screenshot shows the 'About Us' page with the 'Business Services' link in the left sidebar. A red arrow points to this link.

The third screenshot shows the 'Business Services' page with the 'School Budgets' link in the left sidebar. A red arrow points to this link. Below the 'School Budgets' link, there is a section titled 'Find your school budget' with a link to 'Find your school budget'.

The final screenshot shows the 'Find your school budget' page with a link to 'Find your school budget'.

# Ministry Operational Funds

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Budget Enrolment 2014 - 2015: 1,133.00

Base School and Small School Allocation Elementary \$5,000; Secondary \$10,000; Alternative Schools on stand alone site \$5,000 Small School Add'l Base FTE<=200 \$5,000; FTE>200<=250 \$2,500; FTE>250<=300 \$1,500	\$10,000
General Per Pupil (\$96.5/elem, \$150.5/sec)	\$170,517
Library Per Pupil (17/elem, \$26/sec)	\$29,458
School Office Per Pupil (\$23.5/elem, \$31.85/sec)	\$36,086
Student Financial Assistance (weighted enrolment *\$13/sec)	\$740
Learning Opportunities Supplement (weighted enrolment *\$15/Elem; \$8/Sec)	\$455
Professional Development (\$5/pupil)	\$5,665
Special Education Teacher Supplement	\$150
Middle School Supplement (\$38/Gr678)	\$0
School Council (\$1.25/pupil, min \$300 max \$1,000)	\$1,000
French Imm/Ext Supp (\$15/pupil)	\$6,915
Arts (\$15/credit)	\$3,810
Family Studies (\$30/credit)	\$0

# Ministry Operational Funds

## Per pupil allocation and Parent Reaching Out Funds

- School Office Cost Centre (XXXX0002) and School Council General Ledger (41500) - \$1.25/ppl
- School Office Cost Centre (XXXX002) and School Council General Ledger (41500) - \$500

## PROG Grant

- Available only to councils who were successful with their application
- PROG Grant Cost Centre (XXXX0565) and School Council General Ledger (41500)

# Ministry Operational Funds

## School Council Insurance

- 2 Million liability insurance available for council executives and volunteers acting on behalf of the council
- 1 year coverage begins November 1<sup>st</sup>
- Cost is \$151.20/yr.
- Covers council executives and volunteers
- Covers various liabilities arising out of injuries to third parties or damage to leased or borrowed premises.
- Council members are fully protected by TDSB's liability insurance while performing advisory duties

# Ministry Operational Funds

## Accessing the Ministry Funds

### Petty Cash Disbursement Voucher

- School issues a cheque
- Small dollar purchases


### Cheque Requisition

- Accounts Payable Department issues payment
- Vendor invoices and amounts too large for school to issue.

# Ministry Operational Funds

## Petty Cash Disbursement Voucher

- Reimbursement method for using personal funds
- Approval prior to purchase is necessary by council executives
- Voucher is available from school office staff
- Council member completes voucher and attach original store receipt
- School issue cheque based on dollar maximum.

 <b>PETTY CASH DISBURSEMENT VOUCHER</b> (Use of this form charges school/dept. budget)	
Date Requested:	
School Name:	
Department:	
Expense Description:	
Total Amount of all receipts attached: \$	
Cheque Requested by:	
Cheque made Payable to:	
Signature of Requisitioner:	
Principal/Cost Centre Manager's Signature:	
<b>NOTE TO REQUISITIONER:</b> ORIGINAL ITEMIZED CASHIER'S RECEIPTS or INVOICES MUST BE ATTACHED. VISA AND DEBIT STATEMENTS ARE NOT ACCEPTED AS ORIGINAL RECEIPTS (MULTIPLE RECEIPTS CAN BE USED ON ONE FORM).	
FOR SCHOOL OFFICE USE ONLY	
Cheque Date:	
Cheque Amount: \$	Cheque #:
Cheque made Payable to:	
Cash Given To (if applicable):	
General Ledger #:	
Cost Center #:	
Recorded in Quicken: <input type="checkbox"/>	Supporting Documents Attached: <input type="checkbox"/>
Cheque issued by:	
<b>NOTE TO ADMINISTRATOR:</b> PLEASE ENSURE TO ATTACH ALL ORIGINAL PETTY CASH DISBURSEMENT VOUCHERS (IN CHEQUE NO. ORDER) & ORIGINAL RECEIPTS TO YOUR PETTY CASH RECONCILIATION AND REIMBURSEMENT CLAIM FORM AC - 202 AT TIME OF CLAIM SUBMISSION.	
For additional copies: <a href="http://tdsweb/businessservices/Forms/AC-201%20Petty%20Cash%20Disbursement%20Voucher">http://tdsweb/businessservices/Forms/AC-201 Petty Cash Disbursement Voucher</a>	
AC-201 Petty Cash Disbursement Voucher	Revised Feb. 2010




# Ministry Operational Funds

## Cheque Requisition

- Invoice Payment Process for goods and services not processed through SAP. Example: Service Providers (presenter).  
Forward all vendor invoices, regardless of dollar value to Accounts Payable
- Forward **all** invoices for Service providers (Fee-for-service) requesting payment in their name (not a company)
- Councils are to refrain from paying out of school council fundraising account and then requesting reimbursement

DATE: \_\_\_\_\_



5050 YONGE STREET, 3RD FLOOR  
TORONTO, ONTARIO M2N 5N8

**CHEQUE REQUISITION FORM**  
(SUPPORTING DOCUMENTATION MUST BE ATTACHED)

TO: ACCOUNTS PAYABLE  
PLEASE ISSUE A CHEQUE AS DESCRIBED BELOW:

CHEQUE PAYABLE TO: \_\_\_\_\_  
(please print / type clearly)

TDSB EMPLOYEE: ☐ EMP. # \_\_\_\_\_ NOTE: Not to be used for salary payment

FULL ADDRESS: \_\_\_\_\_  
Street Name and Number

City \_\_\_\_\_ Postal Code \_\_\_\_\_

ISSUE CHEQUE FOR: \$ \_\_\_\_\_  
(indicate whether Canadian or US \$)

PURPOSE OF OVERALL EXPENDITURE: \_\_\_\_\_

SUMMARY OF EXPENDITURES

GL ACCOUNT #	COST CENTRE #	REFERENCE (INVOICE NUMBER)	EXPENSE DESCRIPTION (Description for expense line item) (MAX. 30 CHARACTERS)	AMOUNT INCLUDING HST
<b>TOTAL AMOUNT</b>				=

Originator's Name: \_\_\_\_\_

Dept./School Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(Manager/Principal)

Signature: \_\_\_\_\_

PLEASE SPECIFY SPECIAL INSTRUCTIONS: \_\_\_\_\_

AC-217

# Operational Funds Application

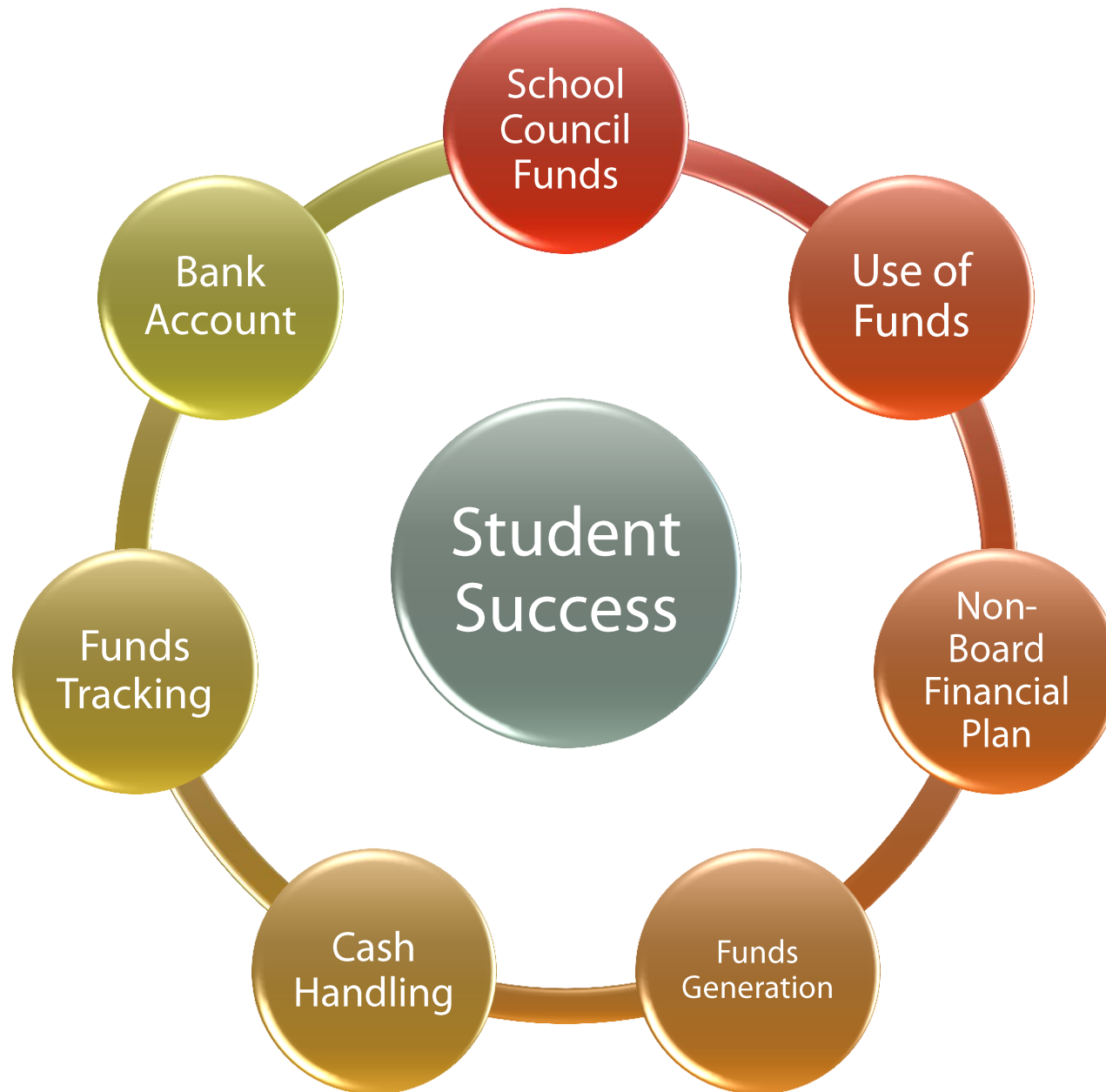
## Quiz: Apply your knowledge

- Arranged by the council to present on Anti-bullying as a PROG Grant initiative, David Ellis presented an invoice for \$750 to be made payable to him.
- What is the procedure to pay the presenter and what Cost Centre and General Ledger is to be used?

# Session Topics



## School Council (School Generated) Funds



# School Council Funds

What  
are  
School  
Council  
Funds?

- Funds raised or collected to **enhance programs** and to support specific school initiatives.

# School Council Funds

## Enhanced Programming and Material

- Enhanced Programming and materials are voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course. For example, in some performance and production courses (for example, music, woodworking), students may wish to use a superior product or consumable than that provided by the school, in which case they may be asked to pay the additional cost of the upgrade.
- Where students choose not to access these enhanced programs or materials, alternatives must be available as essential course materials required to meet the learning expectations of the course or grade are to be provided at no cost.

# School Council Funds

## Use of School Council Funds

- Funds must be raised for a specific purpose and spent accordingly
- Intended use of funds must be clearly defined prior to start of fundraising activity
- Funds used within 2 years, unless designated for a specific future project

# School Council Funds

## What is not School Council (Non-Board) Funds

Funds  
directed to  
the budget

Donations  
processed  
through  
TDSB

For marking  
special  
occasions for  
staff

Funds raised  
by  
independent  
agencies and  
grant monies  
received for  
Nutrition  
program

Funds  
deposited in  
Nutrition  
accounts are  
to be kept  
separate.



# School Council Funds

## Ministry Ineligible Fees Expense

- A registration or administration fee for students enrolled in any regular day school program;
- A textbook fee or deposit;
- Learning materials that are required for completion of the curriculum such as workbooks, cahiers, musical instruments, science supplies, lab material kits and safety goggles;
- Fees charged for the creation of discretionary accounts by teachers or departments;
- Mandatory flat fees for any course leading to graduation other than optional programming;
- A fee for a guest speaker, visiting teacher, or in-class field trip or presentation where the material being presented is a mandatory element of the subject or course;
- Items that are funded through the allocated budget of a school board including, but not limited to learning materials necessary to meet learning expectations such as computers, workbooks, textbooks, staff development and training costs;

# School Council Funds

## Ministry Eligible Fees Expenses

- Optional programming such as, Advanced Placement courses or Hockey Canada Skills Academy program;
- Extracurricular trips, events or activities that are extensions to the curriculum and not required for graduation (e.g. dances, school clubs, theme days, athletics, drama, student council activities);
- Extended student trips or excursions that are not necessary to meet the learning expectations of a particular grade or course (e.g. trips abroad);
- Optional art or music supplies or higher quality woodworking, design or technology materials that students choose to use for course completion, as long as the required materials are available at no cost;
- Co-curricular activities, special events, program enhancements or field trips (e.g. for costs of participation, rental of equipment or travel),
- Student activity fees, Student Agendas and Yearbooks

# School Council Funds

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## Non-Board Financial Plan

- A Plan (Budget) addresses the issue of using surplus funds, GLC, investments not designated for specific purpose, fundraising initiatives to be undertaken for the coming school year
- A Plan should be developed in conjunction with Principal and school community



# School Council Funds

## Funds Generation

- Fundraising activity, i.e. Dance-a-thon, sales (pizza), Fairs, et al.
- Donations: amounts greater than \$25.00 eligible for income tax receipt from TDSB.

# School Council Funds

## Funds Generation

- Gift-in-kind is accepted and becomes exclusive TDSB property
- Board will administer donated funds according to the intent of the donor
- Use, replacement or disposal at the discretion of TDSB

# School Council Funds

Registered  
Charitable  
Organization  
+Foundation

- School councils cannot be registered charities
- Schools and their councils are to contact the Business Development Department when organizations seek to affiliate with them

# School Council Funds

## Fundraising and Advertising Policy

- Policies are intended to provide guidelines to direct schools when planning fundraising activities
- Policy applies to all fundraising activities
- P. 021 BUS and Operation Procedure, PR. 508 BUS (Fundraising)
- P. 006 BUS and Operational Procedures PR. 507 BUS (Advertising)



# School Council Funds


## Cash Handling

- Funds collected is counted
- Verified by another council member
- Deposit Voucher is completed
- Funds are placed in a Kraft envelope, sealed and Deposit Voucher attached.
- Any and all additional supporting document for the collection of funds is kept with the Deposit Voucher
- Funds recorded in Deposit Log in the office
- Funds secured in school's safe
- Funds deposited on a weekly basis
- Documents filed at the school

# School Council Funds

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- **All** funds collected is deposited (gross and not net)
- **All** funds secured in school safe at the end of the day; avoid removing funds from school property.
- Staple Deposit Slip copy to Voucher
- PACE Account holders staple pick up receipt to the voucher and copy of deposit slip
- Document is filed at the school chronologically by date that is on the voucher
- \*Documents are subjected to audits and are to be auditable



**NON-BOARD FUNDS  
DEPOSIT VOUCHER**

SUBMIT THIS ENVELOPE TO THE FUND ADMINISTRATOR DAILY  
KEEP A COPY OF THIS FORM FOR YOUR RECORDS  
RECORD THE DEPOSIT IN THE DEPOSIT LOG.

NOTE: ON-LINE FORM AVAILABLE FOR CALCULATIONS

COMPLETED BY INDIVIDUAL SUBMITTING FUNDS

DATE	
SCHOOL / DEPT. NAME	
REVENUE DESCRIPTION	
CLUB / TEAM / ACTIVITY	
FUNDS PROVIDED BY	
SIGNATURE:	

CHEQUES RECEIVED

CHEQUE PROVIDED BY	\$ AMOUNT	CHEQUE PROVIDED BY	\$ AMOUNT
1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	
SUB-TOTAL 1 - 10		SUB-TOTAL 11 - 20	

FOR SCHOOL OFFICE USE ONLY

FUNDS RECEIVED BY	
DATE FUNDS RECEIVED	
RECEIPT NO.	
FUNDS VERIFIED BY	
CLUB / TEAM / ACTIVITY	
RECORDED IN QUICKEN <input type="checkbox"/>	RECORDED ON DEPOSIT LOG <input type="checkbox"/>
PRINCIPAL / COST CENTRE MANAGER'S SIGNATURE:	

COMPLETED BY INDIVIDUAL SUBMITTING FUNDS

	x	\$	5.00	=	-
	x	\$	10.00	=	-
	x	\$	20.00	=	-
	x	\$	50.00	=	-
	x	\$	100.00	=	-
TOTAL BILLS				\$	-

	x	\$	2.00	=	-
	x	\$	1.00	=	-
	x	\$	0.25	=	-
	x	\$	0.10	=	-
	x	\$	0.05	=	-
	x	\$	0.01	=	-
TOTAL COINS				\$	-
TOTAL CASH: BILLS + COINS				\$	-

NO. OF CHEQUES	= \$	-
(ATTACH COPIES OF CHEQUES)		
TOTAL CHEQUES	\$	-

TOTAL CASH	\$	-
TOTAL CHEQUES	\$	-
GRAND TOTAL FOR DEPOSIT	\$	-
(BILLS + COINS + CHEQUES)		
GRAND TOTAL VERIFIED BY:		

PLEASE ENSURE ALL ORIGINAL NON-BOARD FUNDS DEPOSIT VOUCHERS & ORIGINAL RECEIPTS ARE FILED AT THE SCHOOL AND KEPT FOR 7 YEARS.

Non-Board Funds Deposit Voucher
Revised April 2010

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- | To Be Completed by Person Delivering Funds to the Office |                |                         |                             |                 |                  | To Be Completed by Office Staff Accepting/Verifying Funds |                               |                                   |                  |                 |              |       |
|--|----------------|-------------------------|-----------------------------|-----------------|------------------|---|-------------------------------|-----------------------------------|------------------|-----------------|--------------|-------|
| Log #  | Date Submitted | Submitted By<br>(print) | Submitted By<br>(signature) | Club / Activity | Amount Submitted | Received By   | Amount Verified By<br>(print) | Amount Verified By<br>(signature) | Amount Deposited | Name of Account | Deposit Date | Bag # |
| 1  |                |                         |                             |                 |                  |   |                               |                                   |                  |                 |              |       |
| 2  |                |                         |                             |                 |                  |   |                               |                                   |                  |                 |              |       |
| 3  |                |                         |                             |                 |                  |   |                               |                                   |                  |                 |              |       |
| 4  |                |                         |                             |                 |                  |   |                               |                                   |                  |                 |              |       |
|  |                |                         |                             |                 |                  |   |                               |                                   |                  |                 |              |       |
|  |                |                         |                             |                 |                  |   |                               |                                   |                  |                 |              |       |
|  |                |                         |                             |                 |                  |   |                               |                                   |                  |                 |              |       |
|  |                |                         |                             |                 |                  |   |                               |                                   |                  |                 |              |       |
|  |                |                         |                             |                 |                  |   |                               |                                   |                  |                 |              |       |
|  |                |                         |                             |                 |                  |   |                               |                                   |                  |                 |              |       |
|  |                |                         |                             |                 |                  |   |                               |                                   |                  |                 |              |       |
|  |                |                         |                             |                 |                  |   |                               |                                   |                  |                 |              |       |
|  |                |                         |                             |                 |                  |   |                               |                                   |                  |                 |              |       |
|  |                |                         |                             |                 |                  |   |                               |                                   |                  |                 |              |       |
|  |                |                         |                             |                 |                  |   |                               |                                   |                  |                 |              |       |

\*\*Please enter the Log # and Bag # on each corresponding deposit voucher and also in the payee field of each corresponding deposit entry in Quicken.

# School Council Funds

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- Disbursement Voucher is used to facilitate the filing of payments with receipts/invoices attached in numerical order
- **All** original receipts/invoices are attached to Disbursement Vouchers.
- **All** payment is made by cheque (There are no cash payments, hence why all funds are deposited)
- **No** salary payment to permanent staff or temporary help\*
- **Refrain** from issuing cheque to Principal for reimbursement
- No loans/advancements
- Do not cash cheques for staff or students

 <b>NON-BOARD FUNDS DISBURSEMENT VOUCHER</b>	
Date:	
School Name:	
Club/Team/Activity:	
Expense Description:	
Total Amount of all receipts attached:	
Cheque Requested by:	
Cheque made Payable to:	
Signature of Requestor:	
Principal/Cost Centre Manager's Signature:	
<b>FOR SCHOOL OFFICE USE ONLY</b>	
Cheque Date:	Cheque #:
Cheque Amount: \$	
Cheque made Payable to:	
Cash Given To (if applicable):	
Expense Category:	(Club/Team/Activity)
Recorded in Quicken: <input type="checkbox"/>	Original Supporting Documents Attached: <input type="checkbox"/>
Cheque Issued by:	

# Childcare Attendant

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- For Lunchroom Supervisors, Educational Assistants or other TDSB staff, a Recommend for Hire form has to be completed (attached)
  - The Principal completes the "Childcare Attendant Principal's Recommend to Hire Form"
  - The form is sent to Employee Services (as per contact listed)
  - The Child care attendant profile is then added to the employee's profile
- For persons who are not already TDSB employees, the Principal completes "Childcare Attendant Principal's Recommended to Hire Form"
  - The completed form is sent to Employee Services (as per contact listed)
  - Employee Services contacts the person to come in to be documented.
  - The rate of pay for Child care attendant is approximately \$10.22/hr.

Natasha Hoecke	Staffing Administrator - Area A Schools (Former NW Region)	Phone: 416-397-3596 Fax: 7-3838 or 3-8811
Lisa Cawthorne	Staffing Administrator - Area B Schools (Former SW Region)	Phone: 416-393-8988 Fax: 7-3838 or 3-8811
Carla Alves	Staffing Administrator - Area C Schools (Former SE Region)	Phone: 416-393-8986 Fax: 7-3838 or 3-8811
Danielle Kennedy	Staffing Administrator - Area D Schools (Former NE Region)	Phone: 416-393-8992 Fax: 7-3838 or 3-8811
Rena Asimakis	Staffing Administrator - Central Departments - Operations	Phone: 416-397-3610 Fax: 416-397-3605
Ronnie Scavo	Staffing Administrator - Central Departments - Academics	Phone: 416-393-8889 Fax: 416-397-3605

# School Council Funds

## Fee- for- Service

- **All** Service providers in the TDSB must submit an invoice
- **All** invoices payable to the name of individual (not a company) is sent to the TDSB Accounts Payable Department
- This procedure ensure TDSB is in compliance with CRA Regulations to declare income of all service providers
- Payment is made from the budget
- Funds collected to offset expenses can be directed to the budget

# School Council Funds

## Employee Recognition/ Gifts of Appreciation

- No cash gifts, gift cards or honoraria are to be given or received by any employee. Exceptions are Board 25 Year Pins and the Board's Retirement Reception.

# School Council Funds

## Honorarium for Guests

- Honorarium for guests (not TDSB employees) are permitted to a maximum of \$50.00 per annum.
- An invoice has to be issued if honorarium is to be greater than the allowable maximum



# School Council Funds

## Tracking Funds

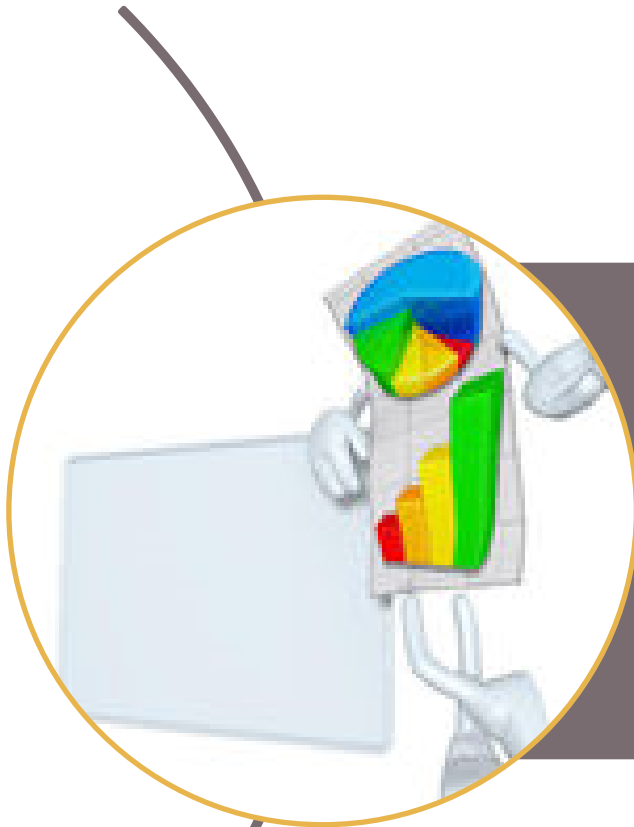
- All Non-Board Financial activity is to be tracked in a register (manual or computerized)
- Register is to account for all cheques (cashed or void)
- Register is to account for all deposits
- Register is continuous from year-to-year
- Outgoing Treasurer is to pass on to incoming Treasurer and register continues
- Register is to be left at the school at the end of each school year
- All financial records are retained at the school for 7 years

# School Council Funds

## Bank Account

- PACE Community Credit union recommended
- Only one central school council account
- Personal accounts **must** not be used for council activities
- Signing Officers: Chair, Treasurer, Secretary and Principal
- **All** cheques signed by two signatories at all times
- Signature stamps not permitted
- Signing blank cheques not permitted
- Account must provide statements (not passbook)
- Changes in signatories on the account require written notice **prior** to signatory leaving the position

# Session Topics



## TDSB Report Requirements

# TDSB Report Requirement

## Bank Reconciliation Summary

- Prepare on a monthly basis
- Reconciliation Summary is attached to the statement
- Reconciliation Summary and statement is filed in chronological order
- Copy of Reconciliation Summary and Statement provided to the Principal
- Copy of the register should be printed and attached to the Reconciliation Summary

# TDSB Report Requirement

## Semi-Annual

- Prepared on a semi-annual basis
- Report period: August 1<sup>st</sup> – March 31<sup>st</sup>
- Report package includes:
  - Register for the report period
  - Gross Income & Expense Statement (Inflow & Outflow Report)
  - March 31<sup>st</sup> Bank Statement
  - March 31<sup>st</sup> Reconciliation Summary
- Due April 15<sup>th</sup>.
- Send to [semiannualreport@tdsb.on.ca](mailto:semiannualreport@tdsb.on.ca)

# TDSB Report Requirement

## PSAB

- Prepared on an annual basis
- Report period: August 1<sup>st</sup> – July 31<sup>st</sup>
- Report package includes:
  - Register for the report period
  - Gross Income & Expense Statement (Inflow & Outflow Report)
  - July 31<sup>st</sup> Bank Statement
  - July 31<sup>st</sup> Reconciliation Summary
- PSAB completed by treasurer in position for the reporting year
- Usually due by 2<sup>nd</sup> Friday in September
- Send to [psab@tdsb.on.ca](mailto:psab@tdsb.on.ca)

**semiannualreport@tdsb.on.ca**

Link to site:

**<http://www.tdsb.on.ca/Community/Howtogetinvolved/Schoolcouncils.aspx>**

**School Council Semi-Annual Report 2014/2015**  
**For the period August 1, 2014 to March 31, 2015**

SUBMISSION DATE: **APRIL 15, 2015**

SCHOOL NAME: \_\_\_\_\_

CHIEF PROXIED: \_\_\_\_\_

S. COUNCIL CHAIR: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

S. COUNCIL TREASURER: \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_

PRINCIPAL NAME: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Parent Share Box / Charitable Organization ☐

		Account 1 \$	Account 2 \$	Account 3 \$
1	AUGUST 1, 2014 Opening Regular Balance Amount due + \$0.00 reported ending balance on July 31, 2014			
2	Add INFLOWS (INFLUENCE) from Cash Flow Report Gross Revenue August 1, 2014 to March 31, 2015			
	<b>DO NOT ENTER IN THIS SHADED AREA</b>			
	Real Time Income Revenue	+		
	Donating for General/Charitable Income Revenue	+		
	Other Income Revenue	+		
	Student Activity Fees & Resources	+		
	Capital Assets Fundraising Income Revenue	+		
	<b>TOTAL INFLWS</b>		-	-
3	Subtract OUTFLWS (EXPENSES) from Cash Flow Report Gross Expense August 1, 2014 to March 31, 2015			
	<b>DO NOT ENTER IN THIS SHADED AREA</b>			
	Real Time Expense	-		
	Donations to General/Charitable Expense	-		
	Other Expenses	-		
	Student Activity Fees & Resource Expense	-		
	Capital Assets Expense	-		
	<b>TOTAL OUTFLWS</b>		-	-
	<b>True Share adjustment (If Applicable)</b>			
4	MARCH 31, 2015 Ending Cashflow Regular Balance Calculated amount from up + Regular Ending Balance as of March 31, 2015	+		
	<b>FINANCIAL REPORT FOR THE PERIOD AUGUST 1, 2014 TO MARCH 31, 2015</b>		-	-

FINANCIAL REPORT FOR THE PERIOD AUGUST 1, 2014 TO MARCH 31, 2015

OTHER CASH BALANCES AS AT MARCH 31, 2015

Guaranteed Investment Certificate (GIC) & all other investments	+
Term Deposits	+
Share Capital / Trust Shares and dividends received	+
Other - Loans or Other Debt	+
<b>GRAND TOTAL</b>	-

Principal Signature

Date

☐

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Please **underline** the following documents:

A. BANK STATEMENT COPY MARCH 2015					
B. BANK RECONCILIATION (MAYALU) OR AUTOMATED COPY MARCH 2015					
C. CASH FLOW WORKSHEET: INFLUENCE & OUTFLUENCE August 1, 2014 to March 31, 2015					
D. CASH FLOW WORKSHEET (MAYALU) OR AUTOMATED August 1, 2014 to March 31, 2015					
E. CASH FLOW STATEMENT: GUARANTEED INVESTMENT CERTIFICATE (GIC) & TERM DEPOSITS / SHARE CAPITAL					
F. CASH FLOW STATEMENT: SHARE CAPITAL					
G. CASH FLOW STATEMENT: SHARE CAPITAL					
H. CASH FLOW STATEMENT: SHARE CAPITAL					
I. CASH FLOW STATEMENT: SHARE CAPITAL					
J. CASH FLOW STATEMENT: SHARE CAPITAL					
K. CASH FLOW STATEMENT: SHARE CAPITAL					
L. CASH FLOW STATEMENT: SHARE CAPITAL					
M. CASH FLOW STATEMENT: SHARE CAPITAL					
N. CASH FLOW STATEMENT: SHARE CAPITAL					
O. CASH FLOW STATEMENT: SHARE CAPITAL					
P. CASH FLOW STATEMENT: SHARE CAPITAL					
Q. CASH FLOW STATEMENT: SHARE CAPITAL					
R. CASH FLOW STATEMENT: SHARE CAPITAL					
S. CASH FLOW STATEMENT: SHARE CAPITAL					
T. CASH FLOW STATEMENT: SHARE CAPITAL					
U. CASH FLOW STATEMENT: SHARE CAPITAL					
V. CASH FLOW STATEMENT: SHARE CAPITAL					
W. CASH FLOW STATEMENT: SHARE CAPITAL					
X. CASH FLOW STATEMENT: SHARE CAPITAL					
Y. CASH FLOW STATEMENT: SHARE CAPITAL					
Z. CASH FLOW STATEMENT: SHARE CAPITAL					
AA. CASH FLOW STATEMENT: SHARE CAPITAL					
AB. CASH FLOW STATEMENT: SHARE CAPITAL					





