



# TDSB Year-End School Council PSAB Report 2016-2017

For Period August 1, 2016 to July 31, 2017

SUBMISSION DATE: School Council Due Date - September 8, 2017

SCHOOL NAME \_\_\_\_\_  
 REGION (i.e. LC3) \_\_\_\_\_  
 PREPARED BY \_\_\_\_\_

DATE PREPARED \_\_\_\_\_  
 COST CENTER # (1-xxxx) \_\_\_\_\_  
 CONTACT PHONE # \_\_\_\_\_

Quicken Not Mandatory

		Account # 1	Account # 2
1	<b>AUGUST 1, 2016 Opening Register Balance</b> <i>Amount must equal (Quicken) Register ending balance at July 31, 2016</i>	-	-
2	<b>Add INFLOWS: from (Quicken) Cash Flow Report</b> <i>Gross Revenue August 1, 2016 to July 31, 2017</i>	+	Do not enter amounts in shaded area
	<i>Field Trip Revenue</i>	-	-
	<i>Fundraising for External Charities Revenue</i>	-	-
	<i>Student Activity Fees &amp; Resources Revenue</i>	-	-
	<i>Other Revenue</i>	-	-
	<i>Capital Asset Fundraising Revenue (over \$ 5,000)</i>	-	-
	<b>TOTAL INFLOWS</b>	-	-
3	<b>Subtract OUTFLOWS : from (Quicken) Cash Flow Report</b> <i>Gross Expenses August 1, 2016 to July 31, 2017</i>	-	Do not enter amounts in shaded area
	<i>Field Trip Expense</i>	-	-
	<i>Donations for External Charities</i>	-	-
	<i>Student Activity Fees &amp; Resources Expenses</i>	-	-
	<i>Other Expense</i>	-	-
	<i>Capital Assets Expense (over \$5,000)</i>	-	-
	<i>Trust Share adjustment (For accounts opened in reporting period)</i>	-	-
	<b>TOTAL OUTFLOWS</b>	-	-
4	<b>JULY 31, 2017 Ending (Quicken) Register Balance</b> <i>Calculated amount here must equal Register Balance @ July 31, 2017</i>	=	-

FIGURES ENTERED IN ONLINE FORM AUTOMATICALLY CALCULATE

List amounts of other cash balances as of the ending date of each Report

GIC's	\$ -	\$ -
Term Deposits	\$ -	\$ -
Equity balance = Share Capital/Trust Shares + Dividends	\$ -	\$ -
List other loans and/or debts	\$ -	\$ -
<b>TOTAL Quicken Balance + Investments - loans/debts</b>	<b>\$ -</b>	<b>\$ -</b>

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

*I certify that I have reviewed the non-public funds figures for this period.*

TREASURER NAME \_\_\_\_\_

*Treasurer's Signature* \_\_\_\_\_

Please **ATTACH** the following documents (For Quicken users):

NOTE: If you do not use Quicken software, please provide all manual bookkeeping records / transaction spreadsheets.

- |    |  |                                       |
|----|--|---------------------------------------|
| A. | Copy of Bank Statement (July 2017 Bank Statements with images of July 2017 cancelled cheques)  | box below<br><input type="checkbox"/> |
| B. | Copy of Reconciliation Summary (Bank reconciliation detailed report for July 2017 )  | <input type="checkbox"/>              |
| C. | Quicken Cash Flow (Quicken Cash Flow report in the PSAB Categories <b>Group format</b> , do not include the Inflow and Outflow format)     | <input type="checkbox"/>              |
| D. | Quicken Register (Register format is as seen on the screen: <b>File &gt; Print Register &gt; Enter title and change reporting period</b> ) | <input type="checkbox"/>              |
| E. | Copy Investment Statements (Provide copies of GIC's, Term Deposits, Share Capital Investments, et al.)                                     | <input type="checkbox"/>              |

Submission Instructions:

- 1) Scan documents A to E above and the signed completed PSAB form in .PDF format.
- 2) Email the scanned package (.PDF file) and this excel form to : [psab@tdsb.on.ca](mailto:psab@tdsb.on.ca) and send a copy to the school principal.
- 3) Enter figures above on the online PSAB submission form . [CLICK HERE FOR FORM.](#)

**Tips :** 1) Send only Bank Statement and Reconciliation Summary for the last month of the reporting period, 2) Reconciliation Summary must be the "All transaction" (4-page) format and 3) always complete this template electronically (not by hand). 4) Do not change the formatting of this form.

