



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 _____	DATE PREPARED _____
REGION (i.e. LC3) _____	COST CENTER # (1-xxxx) _____
PREPARED BY _____	CONTACT PHONE # _____

Quicken Not Mandatory

		Account # 1	Account # 2
1	AUGUST 1, 2016 Opening Register Balance <i>Amount must equal (Quicken) Register ending balance at July 31, 2016</i>	-	-
2	Add INFLOWS: from (Quicken) Cash Flow Report <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 & Resources Revenue</i>	-	-
	<i>Other Revenue</i>	-	-
	<i>Capital Asset Fundraising Revenue (over \$ 5,000)</i>	-	-
	TOTAL INFLOWS	-	-
3	Subtract OUTFLOWS : from (Quicken) Cash Flow Report <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 & 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>	-	-
	TOTAL OUTFLOWS	-	-
4	JULY 31, 2017 Ending (Quicken) Register Balance <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	\$	-	\$	-
TOTAL Quicken Balance + Investments - loans/debts	\$	-	\$	-

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 | <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 Group format , do not include the Inflow and Outflow format) | | <input type="checkbox"/> |
| D. | Quicken Register (Register format is as seen on the screen: File > Print Register > Enter title and change reporting period) | | <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 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.

