

NUMBER:	<i>to be determined</i>
TOPIC:	School Generated Funds and School Council Funds
EFFECTIVE:	September 2010
CROSS-REFERENCE:	
REVISION DATE:	September 2011
RESPONSIBILITY:	Superintendent of Business Services and Treasurer

INTENDED PURPOSE:

The Halton District School Board recognizes that schools and school councils raise funds to supplement student programs and for specific student activities. Financial reports on these funds must be in accordance with Public Sector Accounting Board standards and consolidated into the Board's annual financial statements.

The Board has a responsibility to ensure that all school generated funds are collected in accordance with board policies and municipal, provincial and federal laws and regulations. This responsibility includes ensuring that all funds are adequately protected, that they are controlled through proper accounting procedures and that accountability for the funds is maintained.

PROCEDURES:

The Superintendent of Business Services is authorized to issue specific mandatory processes and forms for use by schools to ensure compliance with this administrative procedure. The mandatory forms are attached to this procedure as Appendices.

The terms "school generated funds" and "school council funds" refer to funds raised to benefit students in the school. Funds are generated in schools from a number of different sources and used in a number of different ways. This Administrative Procedure applies to all funds that are received, raised, or collected in the name of the school or school activity. These funds are under the direction and control of the school Principal. Generally this will mean all funds available to the school, other than funds provided by the approved budget of the board. The Board is required to ensure that these funds are properly administered and transactions are accurately recorded. This Administrative Procedure is not mandatory for Home and School Associations.

These obligations are met by:

- Administrative procedures for the collection, recording and control of student funds
- Annual financial reporting requirements for each fund
- Financial review of funds by central Board staff

In fulfilling these obligations, the Board meets the public's expectations and validates the public's trust regarding the stewardship of these funds.

1. Administration of Funds

- a) Responsibility for the administration of these funds rests with the Principal. Home and School Associations governed by the Ontario Federation of Home and School Associations Inc. are arm's length to the Board and can hold funds outside of the school.
- b) All Board Policies and Procedures apply to both school council and school generated funds.
- c) Trust funds must be held by the board and cannot be part of school-administered funds.
- d) The board is the registered charity representing all schools and can issue donation receipts on behalf of schools in accordance with the Board's Donations Administrative procedure. Schools and school councils are not to register for charitable status.

2. Bank Account

School generated and council funds are to be deposited in a bank account at a local branch of a major bank.

- The bank account(s) shall be in the name of the school.
- Schools can open one account for school generated funds and one account for school council funds. Each school may open 1 investment account (see Investment Accounts below). If additional accounts are required, approval must be obtained from the Manager of Accounting.
- Schools should request the bank to return all cancelled cheques for these accounts to reconcile to the bank statement on a monthly basis along with the school's financial records. Electronic image copies of cancelled cheques are also acceptable.
- The school must obtain monthly bank statements for each account. Bank statements must run from the first to the last day of each month.
- Banking cards that allow withdrawal of cash from an account cannot be used.
- Cheques for the school bank account(s) should be pre-numbered
- Internet banking is only permitted for viewing and downloading transactions
- Since two signatures are required for all disbursement transactions, on-line banking shall not be used.

3. Investment Accounts

Funds not needed immediately to finance expenditures may be invested in order to maximize interest income. These funds should be invested on a short term basis (i.e. less than a year). The investments must be in accordance with O. Reg. 471/97 of the Education Act, which permits investment in the following only:

- "Government bonds issued by either the federal or a provincial government in Canada or a municipality in Ontario or guaranteed by either the federal or a provincial government in Canada;
- Bank deposits, guaranteed investment certificates or similar investments in which there is no risk to the principal amount of the investment subject to the risk posed by the creditworthiness of the institution that holds the investment."

If in doubt as to whether or not an investment can be used, please contact the Manager of Accounting.

4. Receipts

- All funds collected for an event must be deposited into the bank account in total and expenditures relating to the event must be paid by cheque to ensure accurate records of deposits and withdrawals.
- Deposits and fees collected from students must be deposited into the school's bank account and not kept by staff as a float or petty cash fund. These funds must be deposited in total and refunds or expenditures made by the Senior Secretary (elementary) or Manager of School Administrative Operations (secondary).
- All staff collecting money must complete a "School Activities Receipts Form" and forward the money, form and supporting documentation (chart attached in appendix) to the Senior Secretary (elementary) or Manager of School Administrative Operations (secondary).
- All funds for an event must be counted on the school premises and be reported on a separate School Activity Receipts Form.
- When the funds have been counted and prepared for deposit by the Senior Secretary or Manager of School Administrative Operations, a copy of the School Activities Receipts form indicating the actual money count is returned to the staff member originally submitting the funds.
- Where large amounts of cash (i.e. over \$500, excluding cheques) have been collected for fundraising events, lunch programs, etc., we recommend that two individuals be involved in the initial counting of the funds.
- School Activities Receipts forms are to be aggregated on a School Activities Receipts Summary form (attached as appendix), which is used to record the transaction in Quicken.
- A bank deposit slip (bank issued) is to reflect the total proceeds collected, identifying cash and cheques, separately. One copy of the deposit slip is to be kept by the bank and a date-stamped copy must be retained with the deposit book by the school. (Note that if a night deposit is done, it is not possible to obtain a stamped deposit slip.)
- A bank deposit must be made when cash (excluding cheques) exceeds \$1,000 (maximum daily or at minimum on a weekly basis).
- If money is to be kept overnight it must be placed a locked safe. A copy of the deposit form should be kept separate from the actual funds to be deposited so that it can be used to verify the amount of funds stolen for insurance purposes if a break in were to occur.
- In the situation that it is not possible to count the funds and prepare the deposit at the end of the event (i.e. – gala events ending late in the evening), the funds may be placed in an envelope, the seal must be signed by two individuals and the funds and supporting documentation package may be completed the following business day. If the event is offsite and the funds cannot be placed in the school safe or deposited via night deposit at the bank, the Principal or designate (Vice-Principal, Manager of School Administrative Operations or Teacher) may take the deposit home and return it to the school the following business day.
- These procedures also apply to funds received directly from individuals or groups not employed by the Board.

5. Disbursements

- *Only original receipts or invoices can be paid.* Photocopies of receipts or invoices or company statements are not to be paid to prevent duplicate payment. The receipt or invoice should be detailed enough to show what was purchased, the name and address of the vendor, GST number (if applicable), and GST paid (if applicable).
- The original receipt or invoice must be attached to a Request for Funds Form.
- Each invoice or receipt must be attached to the cheque stub if cheques are created electronically, or stamped "PAID".
- All disbursements should be recorded promptly (minimum weekly).
- All payments should be made by cheque or through board approved school generated funds petty cash.
- Cheques should be pre-numbered and require two signatures. For school council funds, one of the signatures must be the Principal or Vice-Principal along with any one of the Chair, Vice-Chair or Treasurer. For school generated funds one of the signatures must be the Principal or Vice-Principal along with either the Manager of School Administrative Operations (secondary) or Senior Secretary (elementary). All cheques must have back up documentation that is reviewed by each person prior to signing the cheque.
- Cheques not cashed within six months should be stale-dated and should be reversed in the accounting records.
- Reimbursements made to employees must be approved by the individual's immediate supervisor (i.e. Principal's reimbursement must be signed off on by their Superintendent) (see Travel and Expense Reimbursement Administrative Procedure).
- Using the number control feature, all cheques should be accounted for. Voided cheques should be marked "VOID" and retained.
- Unused and returned cheques should be stored in a designated, secure location in order to prevent loss or theft.

IMPORTANT:

- The Principal or Vice-Principal must always be one of the two signatures that appear on every cheque written.
- Cheques must never be pre-signed.
- Cheques must never be made payable to cash or petty cash and payments in advance to employees are not acceptable (The cheque must always be payable to a company or individual *upon presentation of original receipts*). If equipment is purchased from the funds, the equipment becomes the property of the Board. The Purchasing Department is to be contacted to assist with quotes and ensure equipment purchased meets Board standards and guidelines. Purchases made that do not meet equipment standards and guidelines may not be repaired or supported by the Board.

School staff may not have credit cards in the Board, school or school council's name. This includes bank and retail credit cards.

6. Harmonized Sales Tax (HST) Rebate

HST is charged at a rate of 13% in Ontario. This is comprised of a federal component at 5% and a provincial component at 8%. Schools are entitled to rebates on the federal and provincial components of the HST; 68% rebate on the federal portion of tax paid and 93% on the provincial portion of tax paid. On book purchases, a rebate of 100% will apply to both components of the HST. The supplier will apply the provincial rebate at the time of sale.

Each school and school council is issued a HST account number to be used for this purpose (formerly referred to as GST number). Schools are to claim their rebate on a yearly basis at minimum. Requests for HST numbers are to be made through the Manager of Accounting. Schools are not permitted to contact the Canada Revenue Agency to request the set up of these accounts. For additional information or support, contact the Manager of Accounting.

7. Recording of Transactions

Quicken is the accounting software that is required for school generated and school council funds.

The Quicken file should be backed up after each use to the school server for school generated funds or home computer or external drive for school council funds.

Transactions are to be recorded in Quicken using the board approved standard category structure.

All transactions must be recorded on a gross, not net, basis. For example, if total cash collected is \$1,000 and expenses are \$300, revenue is recorded at \$1,000 and expenditures at \$300 rather than only recording revenue at \$700.

8. Monthly Reporting

Financial reports demonstrate accountability and at the same time provide information for decision-making needed by the school community and the board. On a monthly basis, the Principal must ensure he/she receives and reviews all of the following reports for School Generated and School Council accounts:

- Itemized Categories Report (from Quicken)
- Cash Flow Report (from Quicken)
- Bank Reconciliation Summary Report, including Uncleared Transaction Details (from Quicken)
- *Original* bank statement or passbook
- A sample of the package is attached in the appendix

The Senior Secretary (elementary) or Manager of School Administrative Operations (secondary) is to review the reports including bank balances and category balances to ensure balances and activity is reasonable. Any unusual items should be investigated. The Principal must also review the reports and then must sign and date them to show that the review has taken place. If discrepancies are discovered contact the Accounting Department.

These signed reports and bank statement/passbook are an integral part of the accounting records and must be retained along with other school financial records.

The school council financial reports must be presented at each school council meeting. School generated funds financial reports shall be presented to school councils twice each year in November and at the last school council meeting of the year. School councils may request through the Principal that the school generated funds financial reports be presented at other school council meetings throughout the year.

9. Year End Reporting

The reports for school generated funds and school council funds reflect a JULY 31st year-end and must be submitted to the Accounting Department. By August 31st.

These reports include:

- School Generated Funds/School Council Funds Annual Statement (Excel report)
- Bank Reconciliation Summary Report, including Uncleared Transaction Details (from Quicken)
- Supplemental Information
- Management Representation Letter
- Itemized Category Reports (from Quicken)
- Copy of bank statements or passbooks and copies of term deposit certificates/statements.
- Copy of the transaction file (.qdf file for Quicken)
- Surplus Plan (if applicable)

The school generated report must be signed by the Principal and either the Manager of School Administrative Operations (secondary) or Senior Secretary (elementary). The school council report must be signed by the Principal, the School Council Chair and the School Council Treasurer.

If there is no activity during the year, a nil report is required to be filed.

If school council funds are included as part of school generated fund's bank account, a separate school council report does not need to be filed.

The year-end reports for both School Generated Funds and School Council Funds must be presented at the school council meeting in September or October each year.

10. Account Surpluses

Schools are permitted to carry forward a surplus of funds up to a maximum without approval. Surpluses exceeding this limit must be explained with a documented surplus plan that is approved by the School Superintendent (form attached as appendix). This plan must be submitted with the year end reporting package. The plan must not extend beyond a 3 year period.

Limits:

- 2010/11 - \$50 per student
- 2011/12 - \$40 per student
- 2012/13 - \$30 per student

Limits are based on student enrolment in school year being reported and apply to the combined surplus in school generated and school council funds.

The surplus plan must be taken into account each year when the annual Fundraising Plan is prepared.

11. Record Retention

All records including paid invoices, cancelled cheques, bank statements and other supporting documentation for both school generated and school council funds must be kept at the school for seven (7) years.

12. Charitable Donations – See “Donations” Administrative Procedure

13. School Council Treasurer vs. Bookkeeper

There are 2 variations on the Treasurer Role:

1. The Treasurer prepares deposits, writes cheques and does all record keeping
2. The Treasurer acts only as the Bookkeeper and all other day-to-day financial tasks handled by other designated Council members

	Treasurer	Bookkeeper
Deposits	Prepared by Treasurer and taken to bank, recorded in Quicken by Treasurer Treasurer may handle cash at any time during the year	Counted, prepared and deposited at bank by other school council member(s), recorded in Quicken by Bookkeeper based on information provided on School Activities Receipts Form Bookkeeper NEVER handles cash at any time
Disbursements	Cheques signed by Principal and Treasurer, recorded in Quicken by Treasurer	Cheques signed by Principal and Chair (Bookkeeper does not have signing authority on the account) Copies of Request for Funds forms with details of payment passed along to bookkeeper to be recorded in Quicken
Monthly Financial Reports	Prepared by Treasurer and distributed at monthly School Council meeting Reviewed and approved by Principal	Prepared by Bookkeeper and distributed at monthly School Council meeting Reviewed and approved by Principal
Annual Financial Reports	Prepared by Treasurer Reviewed and Approved by Principal, Treasurer and School Council Chair	Prepared by Bookkeeper Reviewed and Approved by Principal, Bookkeeper and School Council Chair
GST Return	Filed by Treasurer	Filed by Bookkeeper
Term	3 Years	Indefinite
Are multiple terms allowed?	Yes, but 1 full year must be taken off between each 3 year term	Yes
Number of Schools Served	1 at a time only	Indefinite
Criminal Background Check Required?	Yes	Yes

NOTE:

Deviation from the above procedures will leave the school vulnerable to potential problems. The need to have procedures in place is often not recognized until something goes wrong. The goal is to have controls that ensure money is handled appropriately, that staff are protected and that records are accurate, up to date and useful. The controls are only as good as their enforcement. It is important that school staff and volunteers support and follow the established practices.

Appendices:

All current forms can be found in Chatt under HDSB Conferences>HDSB Forms>Accounting Forms.

School Activities Receipts Form

School Activities Receipts Form Summary

Request for Funds Form

Request for School Council Funds Form

Backup Required for SGF & SCF Deposits

Sample Monthly Reporting Package

Board Standard Category Structure for SGF & SCF

Surplus Plan Form

SCHOOL ACTIVITIES RECEIPTS FORM (effective Sept 1, 2009)

Date: _____

Receiver's Name: _____

Activity Name: _____ # of Students _____ @ \$ _____ per student

Event Total expected \$ _____

Quicken Category: _____

Total this deposit \$ _____ (must = d + e)

**ATTACH CLASS / PARTICIPANT LIST INDICATING PAYMENT
BY CHEQUE, CASH OR "OTHER" (SPECIFY)**

Rolled Coin

(# of coins per roll)

50 Pennies _____ rolls @ 0.50 = _____

40 Nickels _____ rolls @ 2.00 = _____

50 Dimes _____ rolls @ 5.00 = _____

40 Quarters _____ rolls @ 10.00 = _____

25 Loonies _____ rolls @ 25.00 = _____

25 Toonies _____ rolls @ 50.00 = _____

TOTAL ROLLED COIN _____ (a)

TOTAL CHEQUES _____ (e)

If cheques are for varying amounts, indicate amount beside method of payment on attached class list. Total cheques (e) must equal total of class list details.

Loose Coin

_____ x \$0.01 = _____

_____ x \$0.05 = _____

_____ x \$0.10 = _____

_____ x \$0.25 = _____

_____ x \$1.00 = _____

_____ x \$2.00 = _____

TOTAL LOOSE COIN _____ (b)

TOTAL DEPOSIT _____ (d + e)

Cash in Bills

_____ x \$5.00 = _____

_____ x \$10.00 = _____

_____ x \$20.00 = _____

_____ x \$50.00 = _____

_____ x \$100.00 = _____

TOTAL BILLS _____ (c)

TOTAL CASH (a + b + c) _____ (d)

Signature of Receiver/ 1st Counter

Signature of 2nd Counter

SCHOOL ACTIVITIES RECEIPTS FORM SUMMARY

Deposit Date _____
 Deposit Number (sequential) _____
 No of SAR Forms attached _____
 TOTAL Deposit 0.00

#	Category on Form	Amount	Memo
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
CATEGORY TOTAL		0.00	

*****Category Total must equal Total Deposit*****



REQUEST FOR FUNDS

DATE OF REQUEST: _____

SUBMITTED BY: _____

ISSUE PAYMENT TO
(IF DIFFERENT FROM SUBMITTER): _____

CHEQUE INFO

Chq # _____

Date _____

Amount _____

DESCRIPTION OF EXPENSES

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

TOTAL AMOUNT REQUESTED: \$ _____ **HST Incl \$** _____

X ONE BOX ONLY

Pay School Generated Funds: Category: _____

Pay Board Cheque Req. (over \$50) Account # _____

Pay Board Petty Cash (under \$50) Account # _____

I have received my petty cash reimbursement:

Staff Member's Signature

Supervisor's Approval

Attach original receipts to back of form (Note: credit card receipts are not valid proofs of purchase unless all purchases are itemized)

July 1, 2010



REQUEST FOR FUNDS

DATE OF REQUEST: _____

SUBMITTED BY: _____

ISSUE PAYMENT TO
(IF DIFFERENT FROM SUBMITTER): _____

CHEQUE INFO

Chq # _____

Date _____

Amount _____

DESCRIPTION OF EXPENSES

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

TOTAL AMOUNT REQUESTED: \$ _____ **HST Incl \$** _____

X ONE BOX ONLY

Pay School Generated Funds: Category: _____

Pay Board Cheque Req. (over \$50) Account # _____

Pay Board Petty Cash (under \$50) Account # _____

I have received my petty cash reimbursement:

Staff Member's Signature

Supervisor's Approval

Attach original receipts to back of form (Note: credit card receipts are not valid proofs of purchase unless all purchases are itemized)

July 1, 2010

REQUEST FOR SCHOOL COUNCIL FUNDS

DATE OF REQUEST: _____

SUBMITTED BY: _____

ISSUE PAYMENT TO
(IF DIFFERENT FROM SUBMITTER): _____

<u>CHEQUE INFO</u>
#: _____
DATE: _____
AMOUNT: _____

DESCRIPTION OF EXPENSES	QUICKEN CATEGORY	
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____

TOTAL AMOUNT REQUESTED: \$ _____

HST included in amount above \$ _____

Signature of Submitter

Signature of Approver

Attach original receipts to back of form (Note: credit card receipts are not valid proofs of purchase unless all purchases are itemized)

REQUEST FOR SCHOOL COUNCIL FUNDS

DATE OF REQUEST: _____

SUBMITTED BY: _____

ISSUE PAYMENT TO
(IF DIFFERENT FROM SUBMITTER): _____

<u>CHEQUE INFO</u>
#: _____
DATE: _____
AMOUNT: _____

DESCRIPTION OF EXPENSES	QUICKEN CATEGORY	
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____

TOTAL AMOUNT REQUESTED: \$ _____

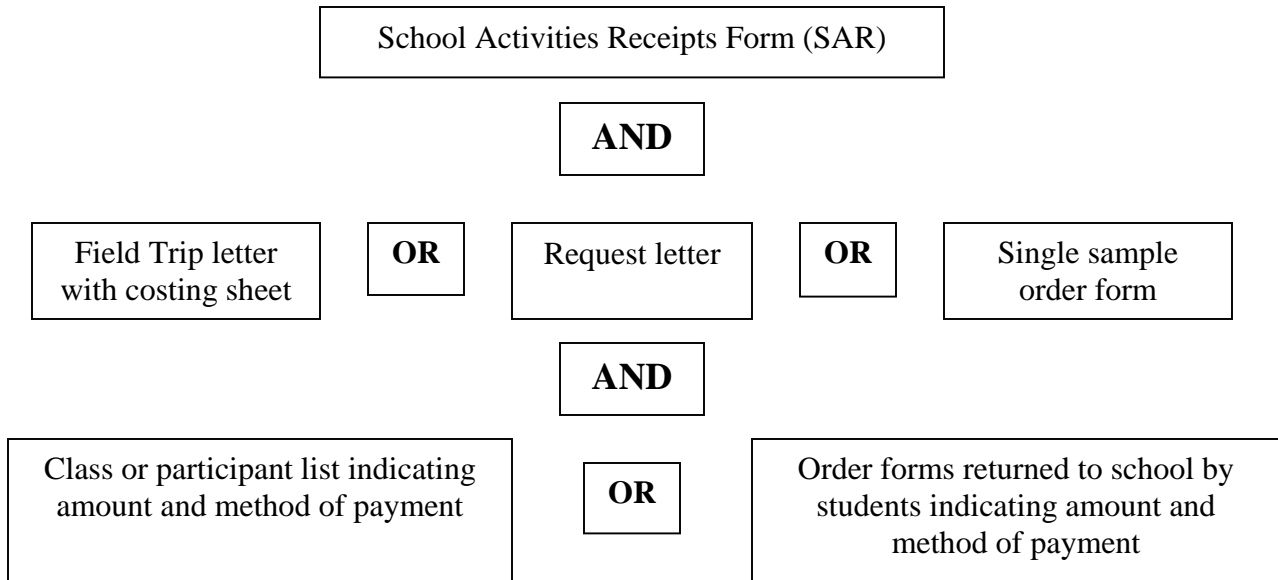
HST included in amount above \$ _____

Signature of Submitter

Signature of Approver

Attach original receipts to back of form (Note: credit card receipts are not valid proofs of purchase unless all purchases are itemized)

Backup Required for SGF and SCF Deposits



Approved Exceptions:

The following deposits require SAR + description of event

- Library Late Fees
- Popcorn Sales
- Photocopy Fees
- Charity Collections with no pledge forms
- 50/50 Cash Draws

The following deposits require SAR + cheque stub or photocopy of cheque

- Commissions (cafeteria or vending machines)
- One-Time Cheques
- Donations to School

The following deposits require SAR + tally sheet showing price and quantity sold OR SAR + copy of ALL order/fee forms indicating payment amount and method

- Tournament concession stand
- Book fair
- Tuck shop

Cashless schools must include a Daily Batch Deposit Report and class list to support all cashless deposits

Month End Report Checklist

The purpose of month-end reporting is to reconcile the activity in Quicken to activity that has flowed through the bank account(s) and identify / review any differences.

Before signing and dating the report, verify the following:

- There is (1) a 2-page Reconciliation Summary report and (2) original bank statement for each bank account or GIC held and (3) an Itemized Categories Report for the combined assets. (Secondary schools using "Class" structure in Quicken must also print a Cash Flow Report by Class each month to verify that all transactions have been classified). It is suggested that all schools print a Cash Flow report as a best practice, to allow an easy overview of activity.
- "Previous Balance" on each Reconciliation Summary report matches the opening balance on the related bank statement
- "Ending Balance of Bank Statement" on each Reconciliation Summary report matches the closing balance on the related bank statement
- The "Uncleared Transactions Detail" does not include any deposits dated prior to the end date on the bank statement (which could indicate missing funds or data entry errors)
- There are no cheques older than 6 months in the uncleared transactions. If there are, they should be stale-dated.
- If a Cash Flow Report is used as a summary (suggested as a "best practice"), the "Overall Total" matches the "Register Ending Balance" of the Reconciliation Summary and the "Overall Total" of the Itemized Categories Report.
- The Itemized Categories report start date is July 31st and end date is the date on which the Reconciliation Summary report was run, shown at the top left corner of the Reconciliation Summary. (always run reports "earliest to date")
- The sum total of the "Register Ending Balance" on all Reconciliation Summaries matches the "Overall Total" on the Itemized Categories Report
- Category deficits and balances are LOGICAL (i.e. show the expected revenues, profits or losses) Review details in the Itemized Categories Report.
- GST Income = GST Expense (verify that all entries have been made in the correct direction so you don't shortchange your rebate – all of the entries in the Itemized categories Report for GST Income should be positive and for GST Expense should be negative)
- There should be no uncategorized (or unclassified) items

Once these items are verified, sign and date the report and file the complete month-end package with the school's financial records, which must be maintained for 7 years.

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			78,855.02
Cheques and Payments	54	Items	-21,422.48
Deposits and Other Credits	1	Item	0.00
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			57,432.54

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			57,432.54
Cheques and Payments	17	Items	-2,857.13
Deposits and Other Credits	29	Items	21,467.68
Register Balance as of 21/07/2008:			76,043.09
Cheques and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			76,043.09

Register balance date
must match date on
which report was run
(top left corner)

June 30th SGF Report

Chequing
21/07/2008

Page 2

Uncleared Transaction Detail up to 21/07/2008

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Cheques and Payments						
17/03/2008	485	John Bishop	Mansfield Refund	Field Trip:Junior		-165.00
17/03/2008	489	Barbara Duursma	Mansfield Refund	Field Trip:Junior		-140.00
17/03/2008	494	Glenna Ord	Mansfield Refund	Field Trip:Junior		-165.00
11/06/2008	671	DARE Donation		Fundraising:School Co...		-500.00
26/06/2008	713	Subway Sandwiches - Gift...		Field Trip:Primary		-111.87
03/07/2008	747	Laidlaw		NonStudent		-245.71
03/07/2008	748	Supplies - G. Clatworthy		NonStudent		-56.02
04/07/2008	749	Computer Supplies - G. Cl...		NonStudent		-33.89
09/07/2008	NSF	NSF Charge Back		NonStudent		-10.00
09/07/2008	NSF	NSF Charge Back		NonStudent		-50.00
09/07/2008	NSF	NSF Charge Back	Adventureworks	Field Trip:Senior Trips		-60.00
09/07/2008	NSF	NSF Charge Back	Adventureworks	Field Trip:Senior Trips		-60.00
09/07/2008	NSF	NSF Charge Back	Adventureworks	Field Trip:Senior Trips		-60.00
09/07/2008	NSF	NSF Charge Back		Charity:HLF Literacy		-100.00
09/07/2008	NSF	NSF Charge Back		Fundraising:School Co...		-1,015.492
21/07/2008	SC	Bank Service Charge		NonStudent		-79.152
21/07/2008	SC	Bank Statement Fee		NonStudent		-5.00
Total Uncleared Cheques and Payments				17 Items		-2,857.13
Uncleared Deposits and Other Credits						
04/07/2008	DEP	Tournaments - Soccer		Athletics:Tournaments		360.00
04/07/2008	DEP	Library - Lost Books		Fundraising:Curricular:...		436.00
04/07/2008	DEP	Pizza Sales		Fundraising:School Co...		18.30
04/07/2008	DEP	Bank - NSF Replacement		NonStudent		449.80
04/07/2008	DEP	IT Club		Extracurriculars:IT Club		1,178.75
04/07/2008	DEP	Tournaments - Football		Athletics:Tournaments		200.00
04/07/2008	DEP	Hamilton Conservatory - G...		Field Trip:Junior		460.00
04/07/2008	DEP	Adventureworks - Grade 8		Field Trip:Senior Trips		3,145.00
04/07/2008	DEP	Art Club		Extracurriculars:Art Club		197.25
04/07/2008	DEP	MacAltitude - Grade 7		Field Trip:Camp		2,878.00
04/07/2008	DEP	Springridge Farms - Grade 1		Field Trip:Primary		322.40
04/07/2008	DEP	Engineering Club		Extracurriculars:Engin...		967.00
04/07/2008	DEP	Music Wonderland		Extracurriculars:Band		2,670.05
04/07/2008	DEP	Spirit Wear		Fundraising:School Co...		12.00
04/07/2008	DEP	Math Club - Gauss		Extracurriculars		34.00
04/07/2008	DEP	Gala Dinner		Charity:HLF Literacy		3,615.00
04/07/2008	DEP	Kindi Wish List		Fundraising:School Co...		131.67
04/07/2008	DEP	Boys Literacy and Gala Di...		Charity:HLF Literacy		439.49
04/07/2008	DEP	From Lunch Lady		Fundraising:School Co...		1,015.49
04/07/2008	DEP	Gifted - Donation		Field Trip:Primary		200.00
04/07/2008	DEP	Readers Digest		Fundraising:School Co...		11.28
04/07/2008	DEP	From HDSB - Tanner's Gl...		NonStudent		208.00
04/07/2008	DEP	Locks - Safety And Well B...		NonStudent		15.00
04/07/2008	DEP	Textbook Replacements		NonStudent		325.00
04/07/2008	DEP	Graduation Donations		Extracurriculars:Gradu...		1,735.00
04/07/2008	DEP	Battlefield House Museum...		Field Trip:Camp		357.002
21/07/2008	DEP	Bank Interest Payment		NonStudent		2.05
21/07/2008	SC	Bank Service Charge - Re...		NonStudent		79.15
21/07/2008	SC	Bank Statement Fee - Rev...		NonStudent		5.00
Total Uncleared Deposits and Other Credits				29 Items		21,467.68
Total Uncleared Transactions				46 Items		18,610.55



STATEMENT

HAWTHORNE VILLAGE PUBLIC SCHOOL
 TERESA MACKAY
 850 BENNETT BLVD
 MILTON, ON L9T 6X9

Account # : 1266774
 Start Date: 01 June 2008
 Ending Date: 30 June 2008
 Page :

Date	Description	Withdrawals	Deposits	Balance
	05-Daily Int Chq-Bus			
	Balance Forward # 01			78,855.02
	Cheque # /662	177.98		78,677.04
	Cheque # /678	73.43		78,603.61
	Cheque # /679	72.88		78,530.73
	Cheque # /681	1,250.00		77,280.73
	Cheque # /688	300.00		76,980.73
	Cheque # /698	70.00		76,910.73
	Cheque # /700	237.64		76,673.09
	Cheque # /701	178.34		76,494.75
	Cheque # /707	114.00		76,380.75
	Cheque # /712	128.57		76,252.18
	Cheque # /714	71.11		76,181.07
	Cheque # /715	22.35		76,158.72
	Cheque # /732	168.65		75,990.07
	Cheque # /739	742.80		75,247.27
	Cheque # /741	74.46		75,172.81
	Cheque # /684	300.00		74,872.81
	Cheque # /725	314.93		74,557.88
	Cheque # /727	33.66		74,524.22
	Cheque # /728	83.45		74,440.77
	Cheque # /736	309.62		74,131.15
	Cheque # /740	56.50		74,074.65
	Cheque # /703	587.60		73,487.05
	Cheque # /704	1,609.95		71,877.10
	Cheque # /706	145.00		71,732.10
	Cheque # /720	3,252.73		68,479.37
	Cheque # /721	1,176.60		67,302.77
	Cheque # /722	119.96		67,182.81
	Cheque # /726	36.76		67,146.05
	Cheque # /730	140.26		67,005.79
	Cheque # /731	27.08		66,978.71
	Cheque # /733	48.97		66,929.74
	Deposit # 13		360.00	67,289.74
	Deposit # 11		436.00	67,725.74
	Cash Deposit		18.30	67,744.04
	Deposit # 1		449.80	68,193.84
	Deposit # 1		1,178.75	69,372.59

Cash Flow - ETD

31/07/2007 through 21/07/2008 (in Canadian Dollars)

21/07/2008

Page 1

Category Description	31/07/2007- 21/07/2008
INFLOWS	
Uncategorized	0.00
Athletics	
Basketball	-64.61
Cross Country	39.00
Phys Ed Uniforms	748.67
Relay Team	457.82
Team Uniforms	1,000.00
Tournaments	6,711.45
Transportation	500.00
Volleyball	-570.00
Other Athletics	-248.19
TOTAL Athletics	8,574.14
Charity	
HLF Literacy	1,394.51
TerryFox	377.37
United Way	0.00
TOTAL Charity	1,771.88
Extracurriculars	
Art Club	253.72
Band	2,203.62
Choir	1,964.78
Dance	1,250.97
Drama	-71.35
Eco Club	-121.06
Engineering Club	163.04
Graduation	63.32
IT Club	869.13
Robotics	1,000.00
Student Council	3,915.97
Talent Show	558.96
Ukelele Club	754.38
Other Extracurriculars	-52.41
TOTAL Extracurriculars	12,753.07
Field Trip	
Camp	761.30
In School Presentations	-1.85
Junior	-231.48
Languages	609.27
Primary	1,442.77
Science	-305.00
Senior Trips	-1,334.41
Ski Trip	749.47
Tech Trips	-71.32
Think Bowl	-30.00
Other Field Trip	-1,024.85
TOTAL Field Trip	563.90
Food	
Milk Program	4,558.93
TOTAL Food	4,558.93

Cash Flow - ETD

31/07/2007 through 21/07/2008 (in Canadian Dollars)

21/07/2008

Page 2

Category Description	31/07/2007- 21/07/2009
Fundraising	
Capital	
Other Fundraising:Capital	4,000.00
TOTAL Capital	4,000.00
Curricular	
AgendasLocks	-558.80
Art	1,010.24
Library	1,037.91
Math Books	331.01
Music	-690.95
School Effectiveness	-1,328.42
Other Fundraising:Curricular	4,007.21
TOTAL Curricular	3,808.20
School Council	
Council Capital	3,577.36
Council Curricular	
Dance a Thon	16,270.94
Library	1,296.18
Other Fundraising:School Council:Co...	10,589.63
TOTAL Council Curricular	28,156.75
Council Extracurricular	-3,914.18
Council Food	12,735.63
Other Fundraising:School Council	-4,245.81
TOTAL School Council	36,309.75
TOTAL Fundraising	44,117.95
Grants	
Parent Involvement Policy	686.56
TOTAL Grants	686.56
GST Income	7,941.09
NonStudent	3,016.66
TOTAL INFLOWS	83,984.18
OUTFLOWS	
GST Expense	7,941.09
TOTAL OUTFLOWS	7,941.09
OVERALL TOTAL	76,043.09

Itemized Categories - ETD:2

31/07/2007 through 21/07/2009 (in Canadian Dollars) (Accrual Basis)

21/07/2008

Page 1

Date	Account	Num	Description	Memo	Clr	Amount
INCOME						83,984.18
Athletics						8,574.14
Basketball						-64.61
05/03/2008	Chequing	450	S Mrs. Boyd-Bro...Return Ballro...		R	-20.00
20/03/2008	Chequing	DEP	S Deposit	Ballroom Da...	R	840.00
10/04/2008	Chequing	DEP	Ballroom Dan...		R	3,577.25
10/04/2008	Chequing	DEP	Ballroom Dan...		R	4,444.00
15/04/2008	Chequing	NSF	NSF Charge ...		R	-20.00
15/04/2008	Chequing	NSF	NSF Charge ...		R	-60.00
16/04/2008	Chequing	NSF	NSF Charge ...		R	-20.00
28/04/2008	Chequing	568	S Future Steps -...		R	-9,025.86
07/05/2008	Chequing	DEP	Ballroom Dan...		R	120.00
07/05/2008	Chequing	DEP	Ballroom Dan...		R	65.00
13/06/2008	Chequing	NSF	NSF Charge ...		R	-25.00
04/07/2008	Chequing	DEP	S Bank - NSF R...			60.00
Cross Country						39.00
27/09/2007	Chequing	DEP	S Deposit		R	39.00
Phys Ed Uniforms						748.67
18/09/2007	Chequing	DEP	S Deposit	Grade 6	R	200.00
				Grade 8	R	40.00
19/09/2007	Chequing	235	S Humber Sports		R	-4,591.64
27/09/2007	Chequing	DEP	S Deposit		R	4,850.00
18/10/2007	Chequing	279	S Humber Sports		R	-447.45
01/11/2007	Chequing	DEP	S Deposit	Gym Uniforms	R	170.00
16/11/2007	Chequing	DEP	S Deposit		R	310.00
29/11/2007	Chequing	DEP	S Deposit	NSF Reimbu...	R	20.00
07/12/2007	Chequing	DEP	S Deposit	Gym Uniforms	R	30.00
15/01/2008	Chequing	DEP	S Deposit	Gym Clothin...	R	150.00
18/01/2008	Chequing	DEP	S Deposit	Gym - Keast	R	70.00
30/01/2008	Chequing	DEP	S Deposit		R	180.00
14/02/2008	Chequing	DEP	S Deposit	Uniforms	R	427.00
21/02/2008	Chequing	433	S Humber Sports		R	-619.24
15/04/2008	Chequing	NSF	S NSF Charge ...		R	-40.00
Relay Team						457.82
Team Uniforms						1,000.00
Tournaments						6,711.45
Transportation						500.00
Volleyball						-570.00
07/12/2007	Chequing	DEP	S Deposit		R	4,805.00
13/12/2007	Chequing	345	S Escarpment &...		R	-5,430.00
14/12/2007	Chequing	DEP	S Deposit		R	355.00
20/06/2008	Chequing	688	Escarpment &...		R	-300.00
Other Athletics						-248.19
Charity						1,771.88
HLF Literacy						1,394.51
TerryFox						377.37
31/07/2007	Chequing		S Opening Bala... carry fwd fro...		R	2,377.44
18/10/2007	Chequing	278	Hospital For S...Donation		R	-2,000.00
31/10/2007	Chequing	301	Terry Fox Fou... Fundraising		R	-1,229.84
01/11/2007	Chequing	DEP	S Deposit	Terry Fox W...	R	1,229.84
08/02/2008	Chequing	421	S Grant Clatwor... Candy Grams		R	-105.17

Itemized Categories - ETD:2

31/07/2007 through 21/07/2008 (in Canadian Dollars) (Accrual Basis)

21/07/2008

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Date	Account	Num	Description	Memo	Clr	Amount
21/02/2008	Chequing	431	S Grant Clatwor...	Candy Grams	R	-168.68
06/03/2008	Chequing	DEP	S Deposit	Candy Gram...	R	579.10
19/03/2008	Chequing	519	Free The Chil...	Donation fro...	R	-305.32
United Way						0.00
15/01/2008	Chequing	DEP	S Deposit	United Way ...	R	160.45
31/01/2008	Chequing	403	United Way O...	Student don...	R	-160.45
Extracurriculars						12,753.07
Art Club						253.72
27/09/2007	Chequing	DEP	S Deposit	Clay Class	R	430.00
16/11/2007	Chequing	311	S Pottery Suppl...		R	-437.28
20/03/2008	Chequing	DEP	S Deposit	Clay class	R	340.00
29/04/2008	Chequing	577	S Art Club & Lit...		R	-95.00
22/05/2008	Chequing	620	S The Pottery S...	Clay Class	R	-181.25
04/07/2008	Chequing	DEP	Art Club			197.25
Band						2,203.62
31/07/2007	Chequing		S Opening Bala...	fwd from 060...	R	1,000.00
12/09/2007	Chequing	225	Mike Donnelly	containers fo...	R	-17.04
29/11/2007	Chequing	DEP	S Deposit	Grade 4 & 7 ...	R	1,350.00
07/12/2007	Chequing	DEP	S Deposit	Hamilton Pla...	R	1,365.00
13/12/2007	Chequing	351	Brott Music F...	Gr 4 & 7's	R	-1,103.00
18/01/2008	Chequing	DEP	S Deposit	Gr 5 Ukulele ...	R	175.00
15/04/2008	Chequing	NSF	S NSF Charge ...	Music Book	R	-46.00
08/05/2008	Chequing	611	S Lakeshore Mu...		R	-68.04
29/05/2008	Chequing	629	S Halton Music	Reeds	R	-75.81
09/06/2008	Chequing	DEP	Music - Reeds...		R	55.00
11/06/2008	Chequing	659	S Cosmo Music		R	-51.92
11/06/2008	Chequing	662	S Halton Music	Reeds & Mo...	R	-177.98
11/06/2008	Chequing	664	S Laidlaw		R	-82.47
19/06/2008	Chequing	675	S Canada's Wo...	Canada's W...	R	-1,325.00
20/06/2008	Chequing	695	S HDSB - Music	To pay for a ...	R	-207.10
20/06/2008	Chequing	693	S Stock Transp...	Canada's W...	R	-736.01
20/06/2008	Chequing	691	S HDSB - Music	Wonderland ...	R	-414.20
27/06/2008	Chequing	737	S Music Supplie...		R	-24.39
03/07/2008	Chequing	747	S Laidlaw			-82.47
04/07/2008	Chequing	DEP	Music Wonde...			2,670.05
Choir						1,964.78
31/07/2007	Chequing		S Opening Bala...	fwd from 060...	R	3,000.00
01/11/2007	Chequing	DEP	S Deposit	Fees from F...	R	15.00
29/11/2007	Chequing	DEP	S Deposit	Choir Shirts	R	240.00
05/12/2007	Chequing	336	S Laidlaw Transit		R	-1,364.22
07/12/2007	Chequing	DEP	S Deposit	Choir T-Shirts	R	20.00
31/12/2007	Chequing	bkchg	S Prosperity One	dec 5 - nsf c...	R	-10.00
15/01/2008	Chequing	DEP	S Deposit	Choir T-Shirt	R	64.00
Dance						1,250.97
Drama						-71.35
Eco Club						-121.06
Engineering Club						163.04
Graduation						63.32
IT Club						869.13
Robotics						1,000.00
Student Council						3,915.97
Talent Show						558.96

Itemized Categories - ETD:2

31/07/2007 through 21/07/2008 (in Canadian Dollars) (Accrual Basis)

21/07/2008

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Date	Account	Num	Description	Memo	Clr	Amount
27/06/2008	Chequing	741	S Crafts - Kindi -...		R	-3.45
30/06/2008	Chequing	742	S Laidlaw		R	-38.71
30/06/2008	Chequing	743	S Office Supplie...		R	-0.15
30/06/2008	Chequing	744	S T. Litzen Sports		R	-6.58
30/06/2008	Chequing	746	S Studica Ltd - ...		R	-6.15
03/07/2008	Chequing	747	S Laidlaw			-13.17
03/07/2008	Chequing	748	S Supplies - G. ...			-1.59
04/07/2008	Chequing	749	S Computer Su...			-1.50
OVERALL TOTAL						76,043.09

HDSB Board-Wide Standard Category Structure for School Generated & School Council Funds:

CATEGORY (ALL ARE "INCOME" TYPE)	DEFINITION	EXAMPLES
Athletics	<p>Money received to offset the costs for buses, referees, tournament fees, uniforms; money disbursed for those items; fundraising specific to athletic teams or events.</p> <p>Note: at secondary schools, only those funds \$ collected for athletics beyond events supplemented through Student Enhancement Fees.</p>	<p>Team sports (Football, Hockey, Volleyball, Basketball); intramural /house league teams; inter-school tournaments; referee fees; OFSAA costs; buses for track meets / relays / cross country</p>
Charity	<p>All money raised/received for and disbursed to an external charity registered with the Canada Revenue Agency.</p>	<p>Terry Fox, World Vision, United Way, Halton Learning Foundation, Heart & Stroke</p>
Extracurriculars	<p>Money collected and distributed to cover costs of clubs, non-athletic co-curriculars and optional school spirit items; fundraising specifically for a single extracurricular event.</p> <p>Note: at secondary schools, only those funds \$ collected for athletics beyond events supplemented through Student Enhancement Fees.</p>	<p>Band, Choir, Clubs, Drama/Musical Performances; School Spirit Wear (not gym clothes, which are athletic); Commencement/Graduation; Student parliament; Environment Club; Link Crew; Yearbook</p>
Field Trips	<p>All money fundraised or collected to support the cost of off site activities or in-school presentations, including admissions, transportation and accommodations. Major trips/excursions should be subcategorized separately from day trips, which may be recorded all together for the whole school.</p> <p>Note: at secondary schools, only those funds \$ collected for athletics beyond events supplemented through Student Enhancement Fees.</p>	<p>Field Trips: Science Centre, ROM, Metro Zoo, Theatre trips</p> <p>Presentations: Scientists in Schools, musical performers, traveling theatre troupes</p> <p>Excursions: all out of province travel; all travel involving overnight accommodation</p>
Food	<p>Money collected by the sale of food directly for student consumption and money spent on the goods being sold. Profits may offset expenses in all other areas except Non-Student.</p>	<p>Sec: Cafeteria, Food Schools, catering</p> <p>Elem: Milk, Pizza, Sub Days, Popcorn</p>

CATEGORY (ALL ARE "INCOME" TYPE)	DEFINITION	EXAMPLES
Fundraising	All money raised/received from, and all expenses related to, products sold or activities that are intended to generate profits and be beneficial to the entire school as opposed to a specific area (e.g. athletics, extracurriculars). Separate subcategories (capital, curricular and Student Enhancement Fees) are required to record the cost of the items purchased in those areas.	Dance-A-Thon, Raffles, Fall Fair events, Gift Card Sales, Fruit/Muffin Mix/ Cheese/Wrapping Paper sales, car washes, magazine drives. Fundraising Category may be subcategorized into specific events; expenses come out of the subcategories or may be a subcategory called "event expense".
Fundraising – Capital (Subcategory of Fundraising)	All money raised/received from, and all expenses related to, products sold or activities that are intended to generate profits to be specifically used to purchase capital items or support school infrastructure.	Money raised to offset purchases of computers, furniture or equipment ordered through the Board's purchasing Dept. Money raised to offset purchases of landscaping, painting, or structural modifications ordered through the Board's facility services dept.
Fundraising – Curricular (Subcategory of Fundraising)	All money raised/received from, and all expenses related to, products related to classroom learning.	Library book fairs, money raised to offset purchases of texts and learning materials ordered through the Board's purchasing Dept.
Fundraising - Student Enhancement Fees - <i>Secondary Only</i> (Subcategory of Fundraising)	Money collected from students to offset school-specific initiatives, which enhance learning beyond the classroom.	Services such as orientation programs, leadership programs, special speakers, commencement/graduation; student parliament; environment club; link crew; in-school presentations; athletic tournament fees, etc. Shall not include consumables such as photocopying, paper, etc.
Grants	Money received from third parties for a specific purpose, the detailed use of which must be reported.	Parent Involvement Policy, Food for Thought, TD Friends of the Environment.
Non-Student	Money raised/received for and spent on items that do not directly benefit students.	Inflows: HST rebate, photographer commissions. Outflows: Staff supplementary PD opportunities, Bank Charges, Cheque Printing Fees, Meeting Costs, Volunteer Appreciation.
Temporary Clearing	Expenses that will be 100% offset by either the HDSB or School Council, who will claim the expense in their financial statements, and offsetting income – must be zero at year end.	
HST Income	Offsets HST Expense category to facilitate year-end HST rebate claim.	
EXPENSE TYPE CATEGORY		
HST Expense	Offsets HST Income category.	

Surplus Plan

School: _____
 Principal: _____
 Date: _____

Allowable Surplus (Student Enrolment x \$50)
 Student Enrolment: 500
 Limit: \$50
Total Allowable Surplus: \$25,000 (B)

Carryforward
 School Generated Fund Register Balance as at 07/31 \$20,000
 School Council Fund Register Balance as at 07/31 \$5,000
Total Carryforward: \$25,000 (A)

Difference (if positive - surplus plan to be submitted to School Superintendent for Approval) **\$0 (A)-(B)**

Plan for Carryforward:

Initiative	Cost	Expected Completion Date	Additional Fundraising Required
TOTAL	\$ -		\$ -

Principal Signature: _____
 Superintendent Approval: _____
 Date: _____