



# TDSB Semi-Annual School Council Report 2017-2018

For Period August 1, 2017 to March 31, 2018

SUBMISSION DATE: School Councils Due Date - April 15, 2018

SCHOOL NAME Victorial Park Elementary School DATE PREPARED April 11, 2018  
 WARD and/or LN \_\_\_\_\_ COST CENTER GROUP # (1-XXXX) \_\_\_\_\_

		Account # 1	Account # 2
1	<b>AUGUST 1, 2017 Opening Register Balance</b> <i>Amount must equal Register ending balance as of July 31, 2017</i>	8,984.77	-
2	<b>Add INFLOWS: from Cash Flow Report</b> <i>Gross Revenue August 1, 2017 to March 31, 2018</i>	Do not enter or alter amounts in shaded area	
	<i>Field Trip Income/Revenue</i>		-
	<i>Fundraising External Charity Income/Revenue</i>		
	<i>Student Activity Fees &amp; Resources Income/Revenue</i>		
	<i>Other Income/Revenue</i>	4,423.66	
	<i>Capital Assets Revenue (Only a total Capital Revenue greater than \$5000)</i>	-	-
<b>TOTAL INFLOWS</b>		4,423.66	-
3	<b>Subtract OUTFLOWS : from Cash Flow Report</b> <i>Gross Expenses August 1, 2017 to March 31, 2018</i>	Do not enter or alter amounts in shaded area	
	<i>Donation External Charity Expense</i>	-	-
	<i>Field Trip Expense</i>		
	<i>Student Activity Fees &amp; Resources Expense</i>		
	<i>Other Expense</i>	1,235.98	
	<i>Capital Assets Expense (Only a total Capital Expense greater than \$5000)</i>	-	-
	<i>Trust Share adjustment (For accounts opened in reporting period)</i>	-	-
<b>TOTAL OUTFLOWS</b>		1,235.98	-
4	<b>March 31, 2016 Ending Quicken Register Balance</b> <i>Calculated amount must equal Register ending Balance as of March 31, 2018</i>	12,172.45	-

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 (found on PACE Statement)	\$ 191.23	\$ -
List other loans and/or debts	\$ -	\$ -
<b>TOTAL Quicken Balance + Investments - loans/debts</b>	<b>\$ 12,363.68</b>	<b>\$ -</b>

Principal Name Elizabeth Faller Principal's Signature [Signature]  
 Council Chair George Petrovic Chair's Signature: [Signature]  
 Council Treasurer [Signature] Treasurer's Signature: [Signature]

**Please ATTACH the following documents:**

- |                                   |   |     |
|-----------------------------------|---|-----|
| A. Copy of Bank Statement         | (March 2018 Bank Statements with images of March 2018 cancelled cheques)                                  | ✓   |
| B. Copy of Reconciliation Summary | (Manual or Accounting Program Reconciliation Detailed Summary Report for March 2018)                      | ✓   |
| C. Cash Flow Report               | (Income and Expense (Cash Flow) Summary from August 1, 2017 to March 31, 2018)                            | N/A |
| D. Register                       | (Manual or Accounting Program Register of daily financial activity from August 1, 2017 to March 31, 2018) | ✓   |
| E. Copy Investment Statements     | (Provide copies of GIC's, Term Deposits, Share Capital Investments, et al.)                               | ✓   |

**Submission Instructions:**

- 1) Compile documents from A to E (above) and this School Council Semi-Annual Template as one complete set and send to : [semiannualreport@tdsb.on.ca](mailto:semiannualreport@tdsb.on.ca)
- 2) School Administrator and the School Council is to maintain a copy of the completed Semi-Annual Report

**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 for Quicken users, 3) always complete this template electronically (not by hand), 4) refrain from changing the format of this form 5) refrain from including Donations processed by the Board and is recorded in the Budget, 6) when submitting your excel documents; format the document to print on a page and 7) may ask school staff to scan/send as one complete package to mailbox.