



TDSB Year-End School Council PSAB Report 2017-2018

For Period August 1, 2017 to July 31, 2018

SUBMISSION DATE: School Council Due Date - September 4, 2018

SCHOOL NAME Victoria Park Elementary

DATE PREPARED September 3 2018

Learning Centre (e.g. LC3) _____

COST CENTER # (1-xxxx) _____

PREPARED BY Peter Plumptr

CONTACT PHONE # _____

Quicken Not Mandatory

		Account # 1	Account # 2
1	AUGUST 1, 2017 Opening Register Balance <i>Amount must equal (Quicken) Register ending balance at July 31, 2018</i>	8,984.77	-
2	Add INFLOWS: from (Quicken) Cash Flow Report <i>Gross Revenue August 1, 2017 to July 31, 2018</i>	+ Do not enter amounts in shaded area	
	Field Trip Revenue	-	-
	Fundraising for External Charities Revenue	-	-
	Student Activity Fees & Resources Revenue	-	-
	Other Revenue	13,261.17	-
	Capital Asset Fundraising Revenue (over \$ 5,000)	-	-
	TOTAL INFLOWS	13,261.17	-
3	Subtract OUTFLOWS : from (Quicken) Cash Flow Report <i>Gross Expenses August 1, 2017 to July 31, 2018</i>	- Do not enter amounts in shaded area	
	Field Trip Expense	-	-
	Donations for External Charities	-	-
	Student Activity Fees & Resources Expenses	-	-
	Other Expense	10,475.17	-
	Capital Assets Expense (over \$5,000)	-	-
	Trust Share adjustment (For accounts opened in reporting period)	-	-
	TOTAL OUTFLOWS	10,475.17	-
4	JULY 31, 2018 Ending (Quicken) Register Balance <i>Calculated amount here must equal Register Balance @ July 31, 2018</i>	11,770.77	-

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	\$	196.97	\$	-
List other loans and/or debts	\$	-	\$	-
TOTAL Quicken Balance + Investments - loans/debts	\$	11,967.74	\$	-

PRINCIPAL NAME Elizabeth Faller

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

TREASURER NAME Peter Plumptr

Treasurer's Signature

Please ATTACH the following documents (For Quicken users):

box below

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

- A. Copy of Bank Statement (July 2018 Bank Statements with images of July 2018 cancelled cheques)
- B. Copy of Reconciliation Summary (Bank reconciliation detailed report for July 2018)
- C. Quicken Cash Flow (Quicken Cash Flow report in the PSAB Categories Group format, do not include the Inflow and Outflow format)
- D. Quicken Register (Register format is as seen on the screen: File > Print Register > Enter title and change reporting period)
- E. Copy Investment Statements (Provide copies of GIC's, Term Deposits, Share Capital Investments, et al.)

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.