

School-Generated Funds Year End Financial Reports

YEAR: _____
 SCHOOL: _____
 PRINCIPAL: _____

The financial reports for SGF are due each August 31 for the fiscal year – July 1 to June 30. As per policy “Administration of School-Generated Funds” the following items must be sent to Erica Pennell, Manager of Financial Services. SGF are defined as funds raised for student organizations, school and parent groups. These funds are referred to as SGF as they are raised by individuals at the school level. **Some examples of these funds may include school, bingo, Catholic School Council, Athletic Association, band, clubs, departments, yearbook and community use of school accounts.** Where a school holds money (either cash or investment) for a bursary this is also considered SGF and requires full reporting. This information must be sent for each and every account or cash float that is associated with your school.

- A. June 30, Monthly Bank Reconciliation
- B. Copy of the Bank Statement or Passbook showing June 30, Balance.
- C. Report #5 – Overview Umbrella Category Summary. **Run from July 1 to June 30.**
- D. Report #11B – Range of Date Transactions – Detailed Summary. **Run July 1 to June 30.**
- E. Bank Accounts for School-Generated Funds – School (Form #AC-408-2). Include GIC’s and investments as separate accounts that require reporting.
- F. Ensure C. and D. balance to School Banking Ledger Balance as at June 30 from your Monthly Bank Reconciliation.

The following are all the SGF we have at our School and the information required as noted above:

	Bank Account Name	Bank Account #	
1.	_____	_____	A. <input type="checkbox"/> B. <input type="checkbox"/> C. <input type="checkbox"/> D. <input type="checkbox"/> E. <input type="checkbox"/> F. <input type="checkbox"/>
2.	_____	_____	A. <input type="checkbox"/> B. <input type="checkbox"/> C. <input type="checkbox"/> D. <input type="checkbox"/> E. <input type="checkbox"/> F. <input type="checkbox"/>
3.	_____	_____	A. <input type="checkbox"/> B. <input type="checkbox"/> C. <input type="checkbox"/> D. <input type="checkbox"/> E. <input type="checkbox"/> F. <input type="checkbox"/>
4.	_____	_____	A. <input type="checkbox"/> B. <input type="checkbox"/> C. <input type="checkbox"/> D. <input type="checkbox"/> E. <input type="checkbox"/> F. <input type="checkbox"/>
5.	_____	_____	A. <input type="checkbox"/> B. <input type="checkbox"/> C. <input type="checkbox"/> D. <input type="checkbox"/> E. <input type="checkbox"/> F. <input type="checkbox"/>

(If more space is needed, please continue on back)

SGF HST Rebate Claims

HST Rebate claims are submitted by schools directly to CCRA on the school's selected schedule of remittance (monthly, quarterly or annually). Please indicate date of last remittance and the schedule of remittance for your school.

Date of Last Remittance to CCRA _____ Monthly Quarterly Annually

I, _____, the Principal of the above mentioned school have disclosed all SGF, including all bank accounts and any other funds that are not maintained in bank accounts, and the required financial information relating to these funds. I have reviewed these reports for completeness and accuracy.

Principal's Signature

Date