

PARENT ENGAGEMENT MATTERS

THE CATHOLIC SCHOOL PARENT COUNCIL (CSPC) ANNUAL ACTIVITY AND FINANCIAL REPORT

CSPC Annual Activity and Financial Report

The *CSPC Annual Activity and Financial Report* is a yearly requirement of all TCDSB parent councils as outlined in Ministry regulation and TCDSB policies:

- “Every school council shall annually submit a written report on its activities to the principal of the school and to the board...if the school engages in fundraising activities, the annual report shall include a report on those activities.” (Regulation 612, S.24 (1) (2))
- “An annual report on the CSPC’s activities will be prepared by CSPC each year, as of May 31st, and submitted to the principal, to the board and to the local trustee. The annual report will be posted to the school’s portal page.” (Policy S. 10, Reg. 25)
- The fiscal year for CSPC is June 1st to May 31st of the following year in order to meet the principal’s reporting responsibilities as outlined in the Ontario Regulation 612. Annual financial reports shall reflect the activities undertaken during this timeframe. (Policy S.10, Appendix B)
- “An annual financial summary of all fundraising activities conducted during the school year shall be prepared and presented to the community at the Annual General Meeting in the fall.” (Policy S.M. 04, Reg. 9)

Purpose

In addition to meeting mandated Ministry and TCDSB reporting requirements, the report is intended to:

- Assist The Council in running its activities with adherence to TCDSB, CSPC policy operational requirements;
- Ensure good governance, accountability, and procedural transparency over all of its advisory decisions and activities;
- Increase the understanding of the required CSPC communication and reporting requirements; and
- To provide schools with baseline data that can be used for goal setting for incoming Council to continue to be a transparent parent advisory governance body, operating in line with their mandate.

Reporting Timelines

- **CSPC’s Financial Report**
 - June 1, 2022 - May 31, 2023
- **CSPC’s Activity Report**
 - Inaugural Meeting to June 30, 2023

The Role of the Principal

- Acts as a resource to the chair and to the treasurer;
- Provides the required activity and financial templates to the chair/co-chairs and to the treasurer
- Provides KEV report #9 to the treasurer if the CSPC accounts is consolidated in KEV accounting system
- Ensures the *CSPC Annual Activity and Financial Report* is completed, submitted and filed by the set timeline (July 5th, 2023)

- Distributes the completed *CSPC Annual Activity and Financial Report* to all CSPC members and to the school community
- Posts the *CSPC Annual Activity and Financial Report* on the TCDSB school’s webpage

The Role of the Treasurer

- Gathers the required banking information to reconcile financial records for the 2022 -2023 CSPC’s fiscal year (June 1st, 2022, to May 31st, 2023)
 - For Councils with a consolidated account, the treasurer makes a request to the principal for KEV Report #9, for the above range dates
- Completes and submits the reporting requirements in the financial report template to the chair/co-chairs and to the principal for their review, approval and submission
- Continues to account for all funds from June 1st, 2023 up until the 2023 Annual General Meeting (AGM)
- Presents the *CSPC Annual Financial Report*, as submitted to the board, as well as a report of all the financial transactions that occurred from June 1st of the current year to the AGM, at the 2023 AGM

The Role of the Chair

- Compiles the required information and completes the activity report
- Provides the treasurer with the financial report template for completion
- Reviews the completed activity and financial report templates with the principal before submission
- Uses the TCDSB, CSPC designated email to submit the *CSPC Annual Activity and Financial Report* @ <https://forms.office.com/r/RctRkMU4tU>, **no later than July 5th, 2023**
 - Please note that the report cannot be submitted using a personal email
- Provides a copy of the submitted *CSPC Annual Activity and Financial Report* to the principal
- Ensures that *CSPC Annual Activity and Financial Report*, as submitted to the board, as well as a report of all the financial transactions that occurred from June 1st, 2023 to the AGM, is presented at the 2023 AGM

TCDSB Internal CSPC SharePoint

[The CSPC SharePoint](#) contains resources and information to assist Councils and school administration with the completion of the Ministry and TCDSB mandated annual reporting.

For information or assistance, please contact Manuela Sequeira @ manuela.sequeira@tcdsb.org or @ 416-222-8282 Ext. 2591

[This document contains linked files.](#)