

PARENT ENGAGEMENT DEPARTMENT

Ryan Peterson - Superintendent Manuela Sequeira - Coordinator
416-222-8282 Ext. 2591

*Completing & Submitting
the
CSPC Annual Activity and Financial Report – 2022-2023
Submission Due by July 5th, 2023*



REPORTING TIMELINES



Deadline – No Later Than July 5th, 2023

CSPC's Fiscal Year: June 1st to May 31st

CSPC's Financial Report for 2022 - 2023



CSPC's Activity Year: Inaugural Meeting to June 30th

CSPC's Activity Report for 2022 -2023



CSPC ACTIVITY REPORT – TEMPLATE



- The template is to assist the CSPC chair/co-chairs in gathering the information required to complete the report
- The template **is NOT** to be used as the submission of the school's *CSPC Annual Activity Report* to the board, via email or via courier.
- Schools may choose to use the completed template to post the report online. When posting:
 - Add the school's logo; and
 - Post in PDF format

Catholic School Parent Council (CSPC) Annual Activity Report 2022-2023	
Activity	Response Format
1. Name of School	<i>Text (Short Answer)</i>
2. Trustee Ward	<i>Multiple Choice (Single Answer)</i> Ward 1, Ward 2, Ward 3, Ward 4, Ward 5, Ward 6, Ward 7, Ward 8, Ward 9, Ward 10, Ward 11, Ward 12
3. To guide the Council's operational activities, CSPC:	<i>Multiple Choice (Multiple Answers)</i> <ul style="list-style-type: none"> o Used the mandated TCDSB CSPC By-Laws template (<i>Appendix A</i>), with the verified 7 local amendments o Communicated the school's current TCDSB's, CSPC By-Laws by sharing them with the school community or by posting them on the TCDSB school's webpage o Reviewed the 7 local amendments to the mandated TCDSB CSPC By-Laws, to comply with the required yearly review and verification by the school community at the 2023 AGM
4. The principal provided all parents with written notice of the date, time, and location for the elections of the parent representatives, <u>at least 14 days before the date of the elections.</u>	<i>Multiple Choice (Single Answer)</i> <ul style="list-style-type: none"> o Yes o No
5. CSPC elections were held within the mandated 30 calendar days, after the first day of school.	<i>Multiple Choice (Single Answer)</i> <ol style="list-style-type: none"> 1. Yes 2. No 3. Elections were held after the mandated 30 calendar days due to special circumstances, as approved by the school's superintendent
6. The composition of The Council was as follows:	<i>Multiple Choice (Multiple Answers)</i> <ul style="list-style-type: none"> o Parent Representatives (# as stipulated in the by-laws) o Parent Representatives (<u>Less than the #</u> stipulated in the school's by-laws) o Pastor or Designate (Appointed by the pastor) o Teacher Representative o Non-Teacher Representative o Community Representative (# as stipulated in the by-laws) o Student (Secondary) o Student Elementary (Optional, at the principal's discretion) o Parent Member with an Interest in Special Education o OAPCE Representative (Parent Volunteer)
7. In accordance with the reported composition of The Council in question #6, as per the school's TCDSB By-Laws, what is the <u>total number</u> of elected and appointed Council members?	<i>Number (Short Answer)</i>
8. The Council had the required minimum number of meetings (i.e., 4, including the AGM).	<i>Multiple Choice (Single Answer)</i> <ul style="list-style-type: none"> o Yes o No

9. On average, in addition to elected and appointed Council members, how many additional parents/guardians attend CSPC meetings?	<i>Multiple Choice (Single Answer)</i> <ul style="list-style-type: none"> o 1-5 o 5-10 o 10-20 o 20+
10. The dates and times for all scheduled CSPC meetings were posted on the TCDSB's school's webpage and/or communicated to the school community immediately after the elections of The Council.	<i>Multiple Choice (Single Answer)</i> <ul style="list-style-type: none"> o Yes o No
11. The date, time, agenda and draft minutes for all scheduled meetings were sent to the school community well in advance of each scheduled CSPC meeting.	<i>Multiple Choice (Single Answer)</i> <ul style="list-style-type: none"> o Yes o No
12. CSPC approved meeting minutes and financial statements from all scheduled meetings were shared with the school community.	<i>Multiple Choice (Single Answer)</i> <ul style="list-style-type: none"> o Yes o No
13. At a scheduled CSPC meeting, a yearly budget was presented and voted upon by The Council.	<i>Multiple Choice (Single Answer)</i> <ul style="list-style-type: none"> o Yes o No
14. At a scheduled CSPC meeting, The Council discussed and voted to conduct fundraising activities for pre-planned purposes/uses to support student learning and well-being, in alignment with the school's <i>Improvement and Equity Plan</i> and <i>Safe School Plan</i> .	<i>Multiple Choice (Single Answer)</i> <ul style="list-style-type: none"> o Yes o No
15. CSPC fundraising funded the following initiatives that supported the goals of the school's <i>Equity and Improvement Plan</i> and <i>Safe School Plan</i> .	<i>Multiple Choice (Multiple Answers)</i> <ul style="list-style-type: none"> o Student learning materials not covered by Block Budget funds o Technology for students o Extra and/or co-curricular student activities (e.g., excursions; buses; workshops; performances; sports events) o Student celebrations (e.g., first communion; confirmation; graduations; holidays; spirit days) o Charitable organizations o Parent/guardian engagement activities <u>in addition to</u> available PIC or PRO funds o Other initiatives that were in compliance with TCDSB Policy 5.10, Appendix B
16. The CSPC chair/co-chairs ensured that at least 3 times per year (November, April, June) a budget report was reported to the school community.	<i>Multiple Choice (Single Answer)</i> <ul style="list-style-type: none"> o Yes o No
17. The Council made use of some or all available Parent Involvement Committee (PIC) grant funds.	<i>Multiple Choice (Single Answer)</i> <ul style="list-style-type: none"> o Yes o No
18. The Council made use of some or all available Parent Reaching Out (PRO) grant funds.	<i>Multiple Choice (Single Answer)</i> <ul style="list-style-type: none"> o Yes o No
19. List the title(s) of any parent workshop, initiative or resource sponsored with PIC, PRO grants or CSPC fundraised funds.	<i>Text (Long Answer)</i>

CSPC FINANCIAL REPORT - TEMPLATE



- The template is to assist the CSPC treasurer in gathering the information required to complete the report for submission to the CSPC chair/co-chairs for their review and submission
- The template is NOT to be used to submit the CSPC *Annual Financial Report* to the board via email or via courier
- It can be used by the schools as a template that schools can use to post the report online. When posting:
 - Add the school's logo; and
 - Post in PDF format

Toronto Catholic District School Board Catholic School Parent Council (CSPC) Annual Financial Report (June 1 st , 2022 – May 31 st , 2023)	
School:	
Principal:	
Chair/Co-Chairs:	
Treasurer:	
Reporting Requirements	Total Funds
Opening Bank Balance as of June 1 st , 2022	\$#,###.##
Revenue Received up to May 31 st , 2023	\$#,###.##
Expenses Paid up to May 31 st , 2023	\$#,###.##
Closing Bank Balance as of May 31 st , 2023	\$#,###.##

CSPC ANNUAL FINANCIAL REPORT – REQUIRED INFORMATION



Reconciliation Detail Report	
Summary:	Account #: _____
Bank Statement Balance as at:	_____
Uncleared Cheques/Debits	
Uncleared Deposits/Credits	

OR

TORONTO CATHOLIC DISTRICT SCHOOL BOARD		
School Bank Accounts in KEV (School Generated Funds/CSPC Consolidated/SNP) - Principal Reporting Form		
Balances as per KEV Report #9, as of _____		
Name of School		CSPC Meeting Date
School Bank Account – As per Balances in KEV - School Category		
<i>(Note: Schools with a CSPC Consolidated Account, the Totals = KEV Report #9 minus CSPC Categories)</i>		
Account	Total Amount	Explanation
Opening Balance		<ul style="list-style-type: none"> The total amount of funds available in KEV for the academic year as of September 1st This opening balance will remain the same for the year
Expenses		<ul style="list-style-type: none"> Total funds disbursed up to the date of this report
Revenue		<ul style="list-style-type: none"> Total funds collected (e.g., school fundraising, donations, spirit days, HST rebates) up to the date of this report
Closing Balance		<ul style="list-style-type: none"> Current available funds as of the date of this report
CSPC Consolidated Bank Account – As per Balances in KEV - CSPC Category		
<i>(Note: Schools with a CSPC Consolidated Account, the Totals = KEV Report #9 minus School Categories)</i>		
Account	Total Amount	Explanation
Opening Balance		<ul style="list-style-type: none"> The opening balance is the closing balance as of May 31st in KEV as reported in the CSPC Annual Financial Report as of June 1st This opening balance will remain the same for the year
Expenses		<ul style="list-style-type: none"> Total funds disbursed up to the date of this report
Revenue		<ul style="list-style-type: none"> Total funds collected (e.g., CSPC fundraising, donations to CSPC) up to the date of this report
Closing Balance		<ul style="list-style-type: none"> Current available funds as of the date of this report
Student Nutrition Program (SNP) - Separate Bank Account in KEV		
<i>(Applicable Only to Schools with a SNP)</i>		
Account	Total Amount	Explanation
Opening Balance		<ul style="list-style-type: none"> The total funds available in KEV as of September 1st This opening balance will remain the same for the year
Expenses		<ul style="list-style-type: none"> Total funds disbursed up to the date of this report
Revenue		<ul style="list-style-type: none"> The total revenue includes the following: instalments from Municipal and Provincial grants, other grants (i.e., PC, Charity) if applicable, and local fundraising/donations if applicable up to the date of this report
Closing Balance		<ul style="list-style-type: none"> Current available funds as of the date of this report

Separate CSPC Bank Account

1. Bank Statements (June 1st, 2022 – May 31st, 2023)
2. Completed Reconciliation Detail Report

Consolidated CSPC Bank Account in KEV

1. KEV report #9 (June 1st, 2022 – May 31st, 2023)

Toronto Catholic District School Board Catholic School Parent Council (CSPC) Annual Financial Report (June 1st, 2022 – May 31st, 2023)

School:	
Principal:	
Chair/Co-Chairs:	
Treasurer:	
Reporting Requirements	Total Funds
Opening Bank Balance as of June 1 st , 2022	\$#,###.##
Revenue Received up to May 31 st , 2023	\$#,###.##
Expenses Paid up to May 31 st , 2023	\$#,###.##
Closing Bank Balance as of May 31 st , 2023	\$#,###.##

CONTINUED FINANCIAL REPORTING – (JUNE 1ST, 2023 TO THE AGM)



Councils with a Separate CSPC Bank Account

(Bank Reconciliation & Monthly Report for the above date range)

Reconciliation Detail Report			
Summary:		Account #:	
Bank Statement Balance as at:		Enter Last day of calendar month	\$30,000.00
Uncleared Cheques/Debits			-\$125.00
Uncleared Deposits/Credits			\$2,500.00
Total Uncleared			\$2,375.00
Adjusted Bank Balance: (Bank Statement Ending Plus Uncleared)			\$32,375.00
Uncleared Transactions			
Cheques and Payments CHEQUES ISSUED BEFORE THE REPORT DATE BUT NOT CLEARED BY BANK AS OF THAT DATE			
Chq Date	Cheque #	Description	Amount
XX-XX-XXXX	X	XX	\$100.00
	X		
XX-XX-XXXX	XX	XX	\$25.00
Total Cheques and Payments			\$125.00
Deposits and Credits			
Deposit Date	Deposit #	Description	Amount
XX-XX-XXXX	X	XX	\$2,000.00
	X		
XX-XX-XXXX	XX	XX	\$500.00
Total Deposits and Credits			\$2,500.00
Total Uncleared Transactions			\$2,375.00

TORONTO CATHOLIC DISTRICT SCHOOL BOARD	
CSPC Budget Report	
School	
For the School Year _____	
Fundraising Funds	
A. Balance Forward as of June 1st	
Planned Revenues (list using the options provided only)	
Interest Income	\$
Activity Enhancement Fee	\$
Concert/Festivals/Plays	\$
Dance-a-Thon/Walk-a-Thon	\$
Food Sales	\$
Fun Fairs	\$
Humanitarian/Charity	\$
Spirit Wear	\$
Other	\$
B. Total planned revenues	\$
Budget	
Planned Disbursements (list using the options provided only)	
Arts Activities (Drama/Music/Visual Arts)	\$
Buses	\$
Celebrations (Sacraments; Graduation, Etc.)	\$
Concert/Festivals/Plays	\$
Food Sales	\$
Fun Fairs	\$
Humanitarian/Charity	\$
Learning Materials (Technology; Library Books; Classroom Supplies)	\$
Sports Events	\$
Spirit Wear	\$
Other	\$
C. Total Planned Disbursements	\$
D. Planned Surplus as of May 31st (A + B - C = D)	\$
Ministry Parent Engagement Funds	
1. PIC Grant	
• Available Funds	\$
• Total Expenses Submitted for Reimbursement	\$
2. PRO Grant	
• Available Funds	\$
• Total Expenses Submitted for Reimbursement	\$

Councils with a Consolidated CSPC Bank Account

(Make a request to the principal for KEV Report # 9 for the above date range)

TORONTO CATHOLIC DISTRICT SCHOOL BOARD		
School Bank Accounts in KEV (School Generated Funds/CSPC Consolidated/SNP) - Principal Reporting Form		
Balances as per KEV Report #9, as of _____		
Name of School		CSPC Meeting Date
School Bank Account – As per Balances in KEV - School Category <i>(Note: Schools with a CSPC Consolidated Account, the Totals = KEV Report #9 minus CSPC Categories)</i>		
Account	Total Amount	Explanation
Opening Balance		<ul style="list-style-type: none"> The total amount of funds available in KEV for the academic year as of September 1st This opening balance will remain the same for the year
Expenses		<ul style="list-style-type: none"> Total funds disbursed up to the date of this report
Revenue		<ul style="list-style-type: none"> Total funds collected (e.g., school fundraising, donations, spirit days, HST rebates) up to the date of this report
Closing Balance		<ul style="list-style-type: none"> Current available funds as of the date of this report
CSPC Consolidated Bank Account – As per Balances in KEV - CSPC Category <i>(Note: Schools with a CSPC Consolidated Account, the Totals = KEV Report #9 minus School Categories)</i>		
Account	Total Amount	Explanation
Opening Balance		<ul style="list-style-type: none"> The opening balance is the closing balance as of May 31st in KEV as reported in the CSPC Annual Financial Report as of June 1st This opening balance will remain the same for the year
Expenses		<ul style="list-style-type: none"> Total funds disbursed up to the date of this report
Revenue		<ul style="list-style-type: none"> Total funds collected (e.g., CSPC fundraising, donations to CSPC) up to the date of this report
Closing Balance		<ul style="list-style-type: none"> Current available funds as of the date of this report
Student Nutrition Program (SNP) - Separate Bank Account in KEV <i>(Applicable Only to Schools with a SNP)</i>		
Account	Total Amount	Explanation
Opening Balance		<ul style="list-style-type: none"> The total funds available in KEV as of September 1st This opening balance will remain the same for the year
Expenses		<ul style="list-style-type: none"> Total funds disbursed up to the date of this report
Revenue		<ul style="list-style-type: none"> The total revenue includes the following: instalments from Municipal and Provincial grants, other grants (i.e., PC, Charity) if applicable, and local fundraising/donations if applicable up to the date of this report
Closing Balance		<ul style="list-style-type: none"> Current available funds as of the date of this report

SUBMITTING THE CSPC ANNUAL ACTIVITY & FINANCIAL REPORT



1. Gather information in activity & financial templates

Activity	Response Format
1. Name of School	Text (Short Answer)
2. Name of Ward	Multiple Choice (Single Answer) Ward 1, Ward 2, Ward 3, Ward 4, Ward 5, Ward 6, Ward 7, Ward 8, Ward 9, Ward 10, Ward 11, Ward 12
3. To guide the Council's operational activities, CSPC:	Multiple Choice (Multiple Answer) <input type="checkbox"/> Used the mandated TCDSB, CSPC, By-Laws template (Appendix A), with the verified T local amendments <input type="checkbox"/> Communicated the school's current TCDSB, CSPC, By-Laws by sharing them with the school community or by posting them on the TCDSB school's webpage <input type="checkbox"/> Reviewed the T local amendments to the mandated TCDSB, CSPC, By-Laws to comply with the required legal review and verification by the school community as the 2022-2023
4. The principal provided all parents with written notice of the date, time, and location for the discussion of the parent representatives at least 14 days before the date of the discussion	Multiple Choice (Single Answer) <input type="checkbox"/> Yes <input type="checkbox"/> No
5. CSPC elections were held within the mandated 90 calendar days after the first day of school	Multiple Choice (Single Answer) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Elections were held after the mandated 90 calendar days due to special circumstances, as approved by the school's representative
6. The composition of the Council was as follows:	Multiple Choice (Multiple Answer) <input type="checkbox"/> Parent Representative (P as stipulated in the by-laws) <input type="checkbox"/> Teacher Representative (T as stipulated in the school's by-laws) <input type="checkbox"/> Parent or Designate (Appointed by the parent) <input type="checkbox"/> Teacher Representative <input type="checkbox"/> Non-Teacher Representative <input type="checkbox"/> Community Representative (P as stipulated in the by-laws) <input type="checkbox"/> Student Representative <input type="checkbox"/> Student Representative (Optional, at the principal's discretion) <input type="checkbox"/> Parent Member with an Interest in Special Education (CSPC Representative - Parent Volunteer)
7. In accordance with the expected composition of the Council in question 6, as per the school's TCDSB By-Laws, what is the total number of elected and appointed Council members?	Number (Short Answer)
8. The Council had the required minimum number of meetings (i.e., 4, including the AGM):	Multiple Choice (Single Answer) <input type="checkbox"/> Yes <input type="checkbox"/> No
9. On average, in addition to elected and appointed Council members, how many additional parents/guardians attend CSPC meetings?	Multiple Choice (Single Answer) <input type="checkbox"/> 1-3 <input type="checkbox"/> 4-9 <input type="checkbox"/> 10-20 <input type="checkbox"/> 20+
10. The dates and times for all scheduled CSPC meetings were posted on the TCDSB school's webpage and/or communicated to the school community immediately after the decision of the Council	Multiple Choice (Single Answer) <input type="checkbox"/> Yes <input type="checkbox"/> No
11. The date, time, agenda and draft minutes for all scheduled meetings were sent to the school community well in advance of each scheduled CSPC meeting	Multiple Choice (Single Answer) <input type="checkbox"/> Yes <input type="checkbox"/> No
12. CSPC approved meeting minutes and financial statements from all scheduled meetings were shared with the school community	Multiple Choice (Single Answer) <input type="checkbox"/> Yes <input type="checkbox"/> No
13. All scheduled CSPC meeting, a yearly budget was presented and read upon by the Council	Multiple Choice (Single Answer) <input type="checkbox"/> Yes <input type="checkbox"/> No
14. As a scheduled CSPC meeting, the Council discussed and voted to consider fundraising activities for pre-planned purposes (used to support student learning and well-being, in alignment with the school's Investment and Equity Plan and Gift/Donor Plan)	Multiple Choice (Multiple Answer) <input type="checkbox"/> Student learning materials not covered by Block Budget funds <input type="checkbox"/> Technology for students <input type="checkbox"/> Extra-curricular or co-curricular student activities (e.g., sports, clubs, or other enrichment activities) <input type="checkbox"/> Student celebrations (e.g., day conferences, confirmation, graduations, holidays, spirit days) <input type="checkbox"/> Charitable organizations <input type="checkbox"/> Parent/guardian engagement activities (in addition to available PGC or PEO funds, in compliance with TCDSB Policy 10, Appendix A)
15. CSPC funding met the following criteria that supported the goals of the school's Equity and Investment Plan and Gift/Donor Plan	Multiple Choice (Single Answer) <input type="checkbox"/> Yes <input type="checkbox"/> No
16. The CSPC chair/co-chair ensured that at least 3 times per year (November, April, June) a budget report was reported to the school community	Multiple Choice (Single Answer) <input type="checkbox"/> Yes <input type="checkbox"/> No
17. The Council made use of some or all available Parent Involvement Committee (PIC) grant funds	Multiple Choice (Single Answer) <input type="checkbox"/> Yes <input type="checkbox"/> No
18. The Council made use of some or all available Parent Reading Out (PRO) grant funds	Multiple Choice (Single Answer) <input type="checkbox"/> Yes <input type="checkbox"/> No
19. The safety of any parent workshop, initiative or activity sponsored with PIC, PRO grants or CSPC match-fund funds	Text (Long Answer)

Toronto Catholic District School Board Catholic School Parent Council (CSPC) Annual Financial Report (June 1 st , 2022 – May 31 st , 2023)	
School:	
Principal:	
Chair/Co-Chairs:	
Treasurer:	
Reporting Requirements	Total Funds
Opening Bank Balance as of June 1 st , 2022	\$#,###.##
Revenue Received up to May 31 st , 2023	\$#,###.##
Expenses Paid up to May 31 st , 2023	\$#,###.##
Closing Bank Balance as of May 31 st , 2023	\$#,###.##

2. Using the TCDSB CSPC Chair's email and credentials, access the report via MS Form @ <https://forms.office.com/r/RctRkMU4tU>

**Catholic School Parent Council (CSPC)
Annual Activity and Financial Report
2022-2023**

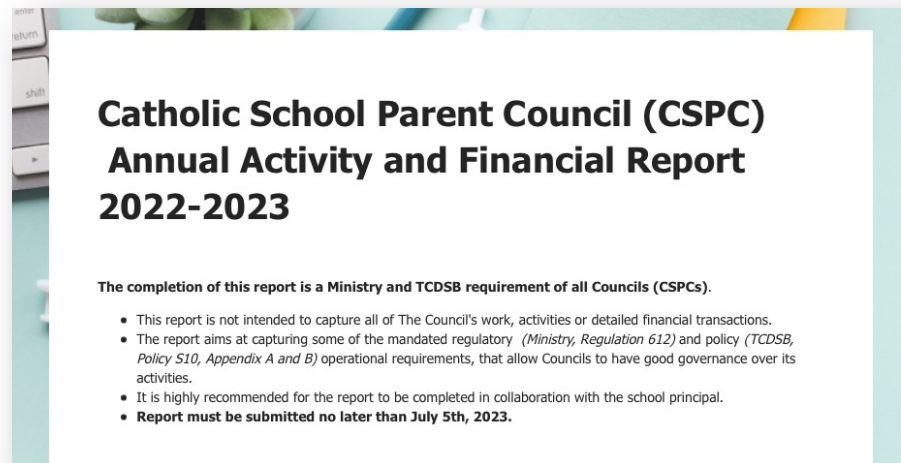
The completion of this report is a Ministry and TCDSB requirement of all Councils (CSPCs).

- This report is not intended to capture all of The Council's work, activities or detailed financial transactions.
- The report aims at capturing some of the mandated regulatory (*Ministry, Regulation 612*) and policy (*TCDSB, Policy S10, Appendix A and B*) operational requirements, that allow Councils to have good governance over its activities.
- It is highly recommended for the report to be completed in collaboration with the school principal.
- Report must be submitted no later than July 5th, 2023.**

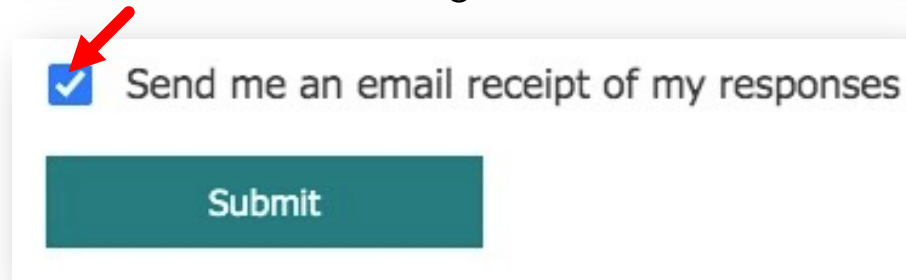
RECORD KEEPING – COPY OF REPORT VIA EMAIL



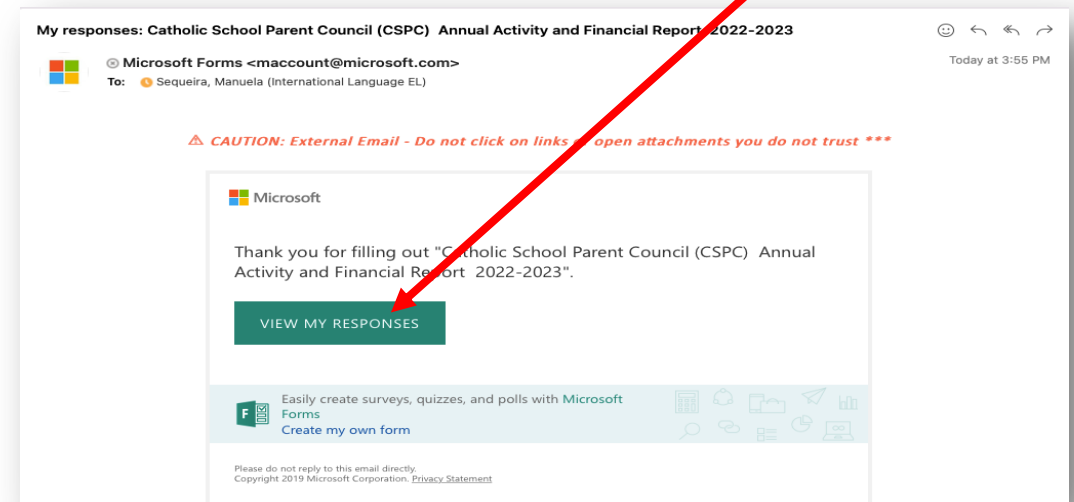
1. Complete all questions in one entry



2. Click before submitting



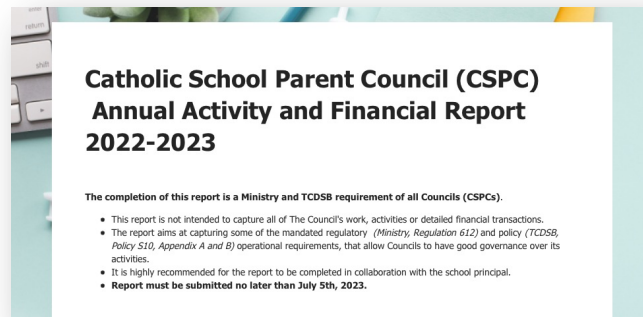
3. Answers will be received in the TCDSB, CSPC chair's email



RECORD KEEPING – HARD COPY OF REPORT



1. Complete all questions



2. Click 'Print or get PDF of answers'

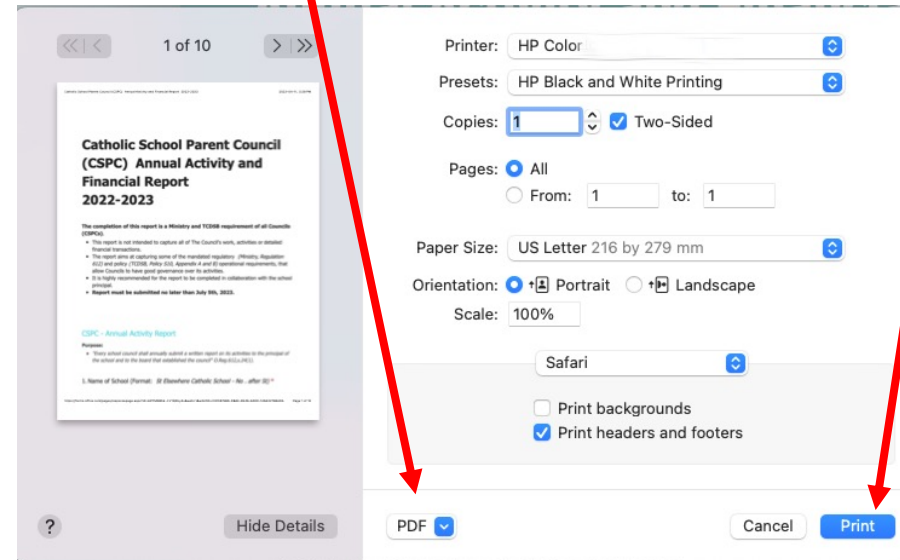


3. Click on option(s) required

i. Select PDF & 'Save as PDF'

OR

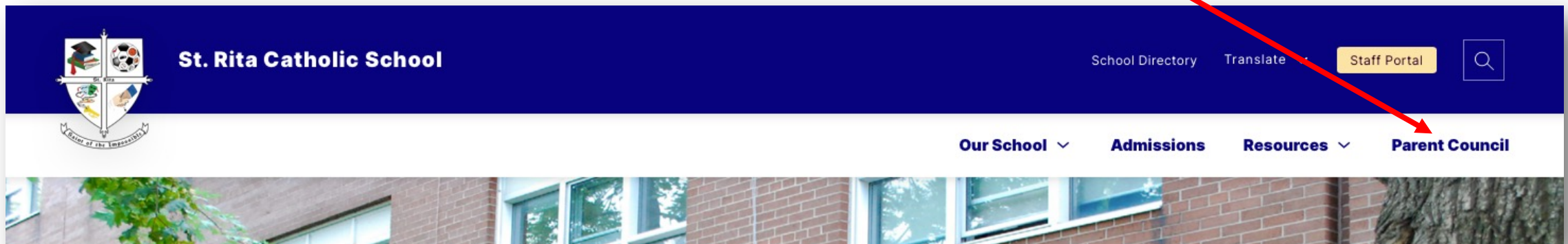
ii. Select print



POSTING THE CSPC ANNUAL ACTIVITY AND FINANCIAL REPORT



“The annual report will be posted to the school’s portal page” Policy S.10, Reg. 25



The school principal will have the reported uploaded to the school's TCDSB webpage