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



June 1st , 2022 May 31st, 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 Pare	ent Council (CSPC)	9. On average, in addition to elected and appointed Council	Multiple Choice (Single Answer)
	Annual Activ		members, how many additional parents/guardians attend	0 1-5
	2022-2		CSPC meetings?	0 5-10
	Activity	Response Format	our o meening.	o 10-20
	1. Name of School	Text (Short Answer)		0 20+
	2. Trustee Ward	Multiple Choice (Single Answer)	10. The dates and times for all scheduled CSPC meetings	Multiple Choice (Single Answer)
	2. I rustec ward	Ward 1, Ward 2, Ward 3, Ward 4, Ward 5, Ward 6, Ward	were posted on the TCDSB's school's webpage and/or	o Yes
		7, Ward 8, Ward 9, Ward 10, Ward 11, Ward 12	communicated to the school community immediately after	
	3. To guide the Council's operational activities, CSPC:	Multiple Choice (Multiple Answers)	the elections of The Council.	0 100
		1001100 F820100000000000000000000000000000000000	11. The date, time, agenda and draft minutes for all scheduled	Multiple Choice (Single Answer)
		 Used the mandated <u>TCDSB</u>, <u>CSPC By-Laws</u> template 	meetings were sent to the school community well in	o Yes
		(Appendix A), with the verified 7 local amendments	advance of each scheduled CSPC meeting.	0 No
		 Communicated the school's current TCDSB's, CSPC 	12. CSPC approved meeting minutes and financial statements	Multiple Choice (Single Answer)
		By-Laws by sharing them with the school community	from all scheduled meetings were shared with the school	o Yes
		or by posting them on the TCDSB school's webpage o Reviewed the 7 local amendments to the mandated	community.	o No
			13. At a scheduled CSPC meeting, a yearly budget was	Multiple Choice (Single Answer)
		TCDSB, CSPC By-Lawy, to comply with the required yearly review and verification by the school		o Yes
		community at the 2023 AGM	presented and voted upon by The Council.	
)	4. The principal provided all parents with written notice of	Multiple Choice (Single Answer)		o No
/	 The principal provided an parents with written notice of the date, time, and location for the elections of the parent 	o Yes	14. At a scheduled CSPC meeting, The Council discussed and	Multiple Choice (Single Answer)
	representatives, at least 14 days before the date of the	o No	voted to conduct fundraising activities for pre-planned	o Yes
	elections.	0 140	purposes/uses to support student learning and well-being,	o No
	5. CSPC elections were held within the mandated 30	Multiple Choice (Single Answer)	in alignment with the school's Improvement and Equity Plan	
	calendar days, after the first day of school.	1. Yes	and Safe School Plan.	
	and any of the one of the other	2. No	15. CSPC fundraising funded the following initiatives that	Multiple Choice (Multiple Answers)
		3. Elections were held after the mandated 30 calendar	supported the goals of the school's Equity and Improvement	o Student learning materials not covered by Block
		days due to special circumstances, as approved by	Plan and Safe School Plan.	Budget funds
		the school's superintendent	(5)	 Technology for students Extra and/or co-curricular student activities (e.g.,
	6. The composition of The Council was as follows:	Multiple Choice (Multiple Answers)		excursions; buses; workshops; performances; sports
		 Parent Representatives (# as stipulated in the by- 		events)
		 Parent Representatives (Less than the # stipulated in 		 Student celebrations (e.g., first communion;
		o Parent Representatives (<u>Less than the</u> # supulated in the school's by-laws)		confirmation; graduations; holidays; spirit days)
		 Pastor or Designate (Appointed by the pastor) 		 Charitable organizations
		 Teacher Representative 		 Parent/guardian engagement activities in addition to available PIC or PRO funds
		 Non-Teacher Representative Community Representative (# as stipulated in the by- 		 Other initiatives that were in compliance with
		laws)		TCDSB, Policy S.10, Appendix B
		 Student (Secondary) 	16. The CSPC chair/co-chairs ensured that at least 3 times	Multiple Choice (Single Answer)
		 Student Elementary (Optional, at the principal's discretion) 	per year (November, April, June) a budget report was	o Yes
		 Parent Member with an Interest in Special Education 	reported to the school community.	o No
		 OAPCE Representative (Parent Volunteer) 	17. The Council made use of some or all available Parent	Multiple Choice (Single Answer)
	7. In accordance with the reported composition of The	Number (Short Answer)	Involvement Committee (PIC) grant funds.	o Yes
	Council in question #6, as per the school's TCDSB By-		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	o No
	Laws, what is the total number of elected and appointed		18. The Council made use of some or all available Parent	Multiple Choice (Single Answer)
	Council members?		Reaching Out (PRO) grant funds.	o Yes
	8. The Council had the required minimum number of	Multiple Choice (Single Answer)		o No
	meetings (i.e., 4, including the AGM).	o Yes	19. List the title(s) of any parent workshop, initiative or	Text (Long Answer)
		o No	resource sponsored with PIC, PRO grants or CSPC	
			fundraised funds.	

CSPC FINANCIAL REPORT - TEMPLATE

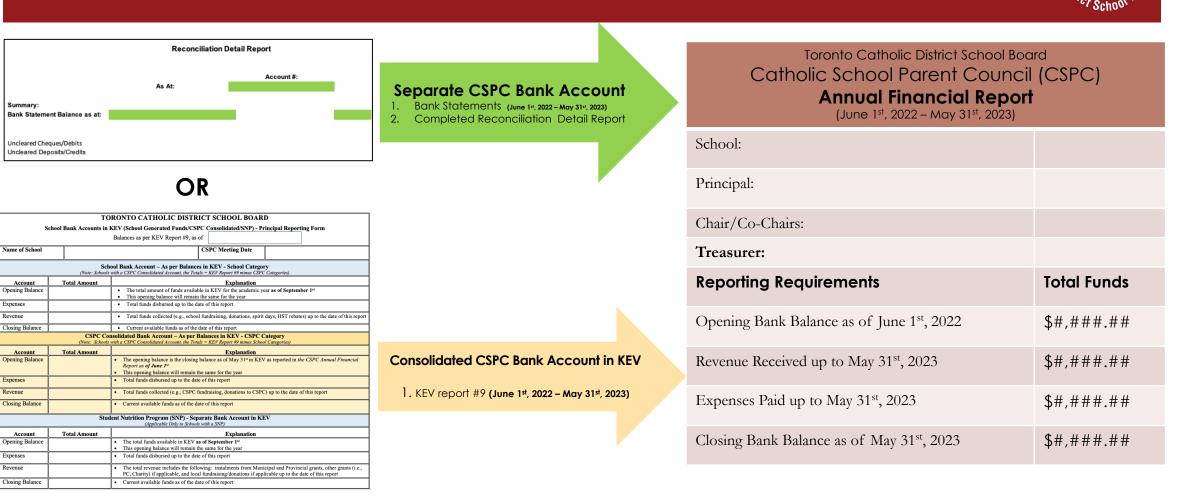
- The template is to assist the CSPC treasurer in gathering the information required to complete the report for submission to the CSPC chair/cochairs for their review and submission
- The template is NOT to be used to submit the CSPC Annual Financial Report to the board via email or via courier
- It 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 1st, 2022 – May 31st, 2023)

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

CSPC ANNUAL FINANCIAL REPORT – REQUIRED INFORMATION



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 Re	port
		As At: Enter La	Account #: st day of calendar month
ummary: Bank Statement	Balance as at: Enter Last	day of calendar month	\$30,000.00
Incleared Chequ Incleared Deposi			-\$125.00 \$2,500.00
		Total Uncleared	\$2,375.00
djusted Bank B	lalance: (Bank Statement En	ding Plus Uncleared)	\$32,375.00
Incleared Trans		IED BEFORE THE REPORT DATE BU	I NOT CLEARED BY BANK AS OF THAT DAT
hq Date	Cheque #	Description	Amount
X-XX-XXX	x x	ХХ	\$100.00
		ues and Payments	\$125.00
	edits		
Deposit Date	edits <u>Deposit#</u>	Description	Amount
Deposit Date	edits <u>Deposit #</u> X X	Description XX	Ameunt \$2,000.00
Deposit Date	edits <u>Deposit #</u> X	Description	Amount
Deposits and Cri <u>Deposit Date</u> OCXXXXXX OCXXXXXX	edits Deposit # X X XX	Description XX	<u>Ameunt</u> \$2,000.00

TORONTO CATHOLIC DISTRICT SCHOOL BOARD	
CSPC BudgetReport	
School	
For the School Year	
Fundraising Funds	
Plan Paral I and the state	Budget
A. Balance Forward as of June 1st Planned Revenues (list using the options provided only)	2
Interest income	s
Activity Enhancement Fee	s
Concert/Festivals/Plays	s
Dance a-Thon/Walk a-Thon	s
Food Sales	s
Fun Fairs	\$
Humanitarian/Charity	s
Spirit Wear	s
Other	s
B. Total planned revenues	s
	Budget
Planned Disbursements (list using the options provided only)	
Arts Activities (Drama/Music/Visual Arts)	\$
Buses	s
Celebrations (Sacraments; Graduation, Etc.)	S
Concert/Festivals/Plays	S
Food Sales	s
Fun Fairs	s
Humanitariar/Charity	s
Learning Materials (Techonology; Library Books; Classroom Supplies)	ŝ
Sports Events	s
Spirit Wear	s
Other	s
C. Total Planned Disbursements	s
D. Planned Surplus as of May $41^{47} (A + B + C = D)$	ŝ
Ministry Parent Engagement Funds	
1. PIC Grant	
Available Funds Total Expenses Submitted for Reimbursement	s
Total Expenses Submitted for Reimbursement 2. PRO Grant	3
	1.
 Available Funds 	8

Councils with a Consolidated CSPC Bank Account

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

	т	DRONTO CATHOLIC DISTRICT SCHOOL BOARD
Sc	hool 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
		hool Bank Account – As per Balances in KEV - School Category swith a CSPC Consolidated Account, the Totals = KEV Report #9 minus CSPC Categories)
Account	Total Amount	Explanation
Opening Balance		The total amount of funds available in KEV for the academic year as of September 1 st This opening balance will remain the same for the year
Expenses		Total funds disbursed up to the date of this report
Revenue		Total funds collected (e.g., school fundraising, donations, spirit days, HST rebates) up to the date of this report
Closing Balance		Current available funds as of the date of this report
		swith a CSPC Consolidated Account, the Totals = KEV Report #9 minus School Categories)
Account	Total Amount	Explanation
Opening Balance		 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		Total funds disbursed up to the date of this report
Revenue		Total funds collected (e.g., CSPC fundraising, donations to CSPC) up to the date of this report
Closing Balance		Current available funds as of the date of this report
И	Stu	dent Nutrition Program (SNP) - Separate Bank Account in KEV (Applicable Only to Schools with a SNP)
Account	Total Amount	Explanation
Opening Balance		The total funds available in KEV as of September 1 st
Expenses		This opening balance will remain the same for the year Total funds disbursed up to the date of this report
Revenue		 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		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	2023 Response Format
1. Name of School	Text (Short Answer)
2. Trustee Ward	Multiple Choice (Single Answer)
	Ward 1, Ward 2, Ward 3, Ward 4, Ward 5, Ward 6, Wa
	7, Ward 8, Ward 9, Ward 10, Ward 11, Ward 12
3. To guide the Council's operational activities, CSPC:	Multiple Choice (Multiple Answers)
	 Used the mandated <u>TCD3B, CSPC By Lawy</u> templ
	(Appendix A), with the verified 7 local amendments
	 Communicated the school's current TCDSB's, CS
	By-Laws by sharing them with the school commu-
	or by posting them on the TCDSB school's webpa
	o Reviewed the 7 local amendments to the manda
	TCDSB, CSPC By-Law, to comply with the requi
	yearly review and verification by the sch
	community at the 2023 AGM
4. The principal provided all parents with written notice of	Multiple Choice (Single Answer)
the date, time, and location for the elections of the parent	o Yes o No
representatives, at least 14 days before the date of the	o No
elections. 5. CSPC elections were held within the mandated 30	
5. CSPC elections were need within the mandated 30	Multiple Choice (Single Auswer) 1. Yes
calendar days, after the first day of school.	1. 128 2 No.
	 Elections were held after the mandated 30 calend days due to special circumstances, as approved by
	days due to special circumstances, as approved by the school's superimendent
6. The composition of The Council was as follows:	Multiple Choice (Multiple Aurover)
to the composition of the Council was as follows:	 Parent Representatives (# as stipulated in the
	the school's by-laws) Pastor or Designate (Appointed by the pastor)
	 Pastor or Designate (Appointed by the pastor) Teacher Representative
	0 Non-Teacher Representative
	 Community Representative (# as stipulated in the b
	 Student (Secondary) Soudent Elementary (Optional, at the principal's
	o Parent Member with an Interest in Special Educat
	 OAPCE Representative (Parent Volunteer)
7. In accordance with the reported composition of The	Namber (Short Answer)
Council in question #6, as per the school's TCDSB By-	
Laws, what is the total number of elected and appointed	
Council members?	
8. The Council had the required minimum number of	Multiple Choice (Single Answer)
meetings (i.e., 4, including the AGM).	o Yes
	o Ne
9. On average, in addition to elected and appointed Council	Multiple Choice (Single Answer)
members, how many additional parents/guardians attend	0 1-5
 On average, in addition to elected and appointed Council members, how many additional parents/guardians attend CSPC meetings? 	o 1-5 o 5-10
members, how many additional parents/guardians attend	o 1-5 o 5-10 o 10-20
members, how many additional parents/guardians attend CSPC meetings?	o 1.5 o 5.10 o 10.20 o 20+
members, how many additional parents/gauedians attend CSPC meetings? 10. The dates and times for all scheduled CSPC meetings	0 1.5 0 5.10 0 10:20 0 20+ Multiple Choice (Single Answer)
members, how many additional parents/guardians attend CSPC meetings? 10. The dates and times for all scheduled CSPC meetings were posted on the TCDSP's school's webpage and/or	0 1-5 0 5-10 0 10-20 0 20+ Multiple Choice (Single Anneer) 0 Yes
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members, how many additional parents/gandians attend CSPC meetings? 10. The dates and times for all scheduled CSPC meetings were posed on the TCDSPS's school's webpage and/or communicated in the school community immediately after the elections of The Coancel.	o 1.5 o 5.10 o 10.20 0 20+ Multiple Choice (Single Answer) o No
members, how many additional parents/gandians amend CSPC meetings ² 10. The dates and times for all schoolade CSPC meetings were poend on the TCDSPS school's uselpage and/or communication to the school community immediately after the telections of The Council. 11. Thei date, increasing agends and date intrastrus for all scheduled	o 1.5 o 5.10 o 10.20 o 20+ Multiple Choise (Single Answer) o Yes o Wes Multiple Choise (Single Answer)
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Catholic School Parent Council (CSPC

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

Principal:

School:

Chair/Co-Chairs:

Treasurer:

Reporting Requirements	Total Funds
Opening Bank Balance as of June 1st, 2022	\$#,###.##
Revenue Received up to May 31st, 2023	\$#,###.##
Expenses Paid up to May 31st, 2023	\$#,###.##
Closing Bank Balance as of May 31st, 2023	\$#,###.##

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

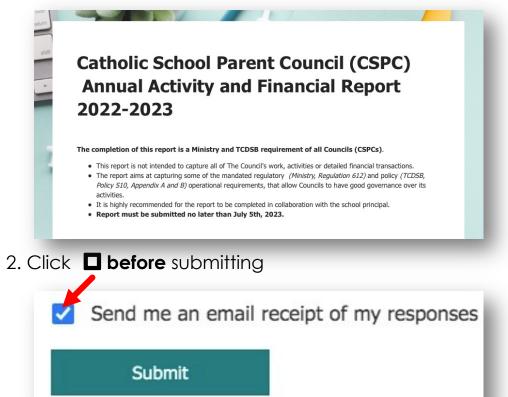
Catholic School Parent Council (CSPC) Annual Activity and Financial Report 2022-2023

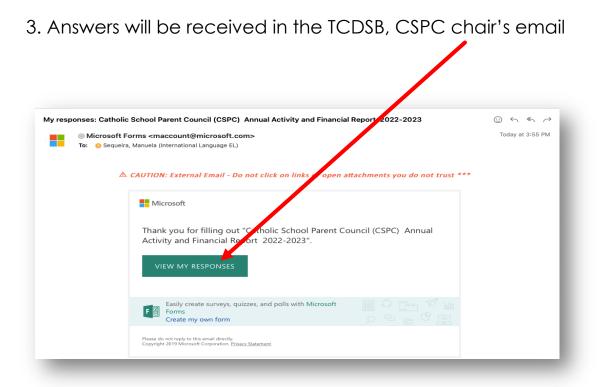
The completion of this report is a Ministry and TCDSB requirement of all Councils (CSPCs).

- 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

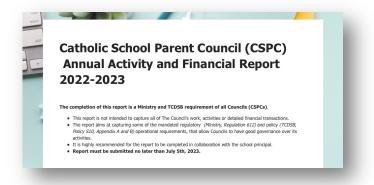
1. Complete all questions in one entry





RECORD KEEPING – HARD COPY OF REPORT

1. Complete all questions



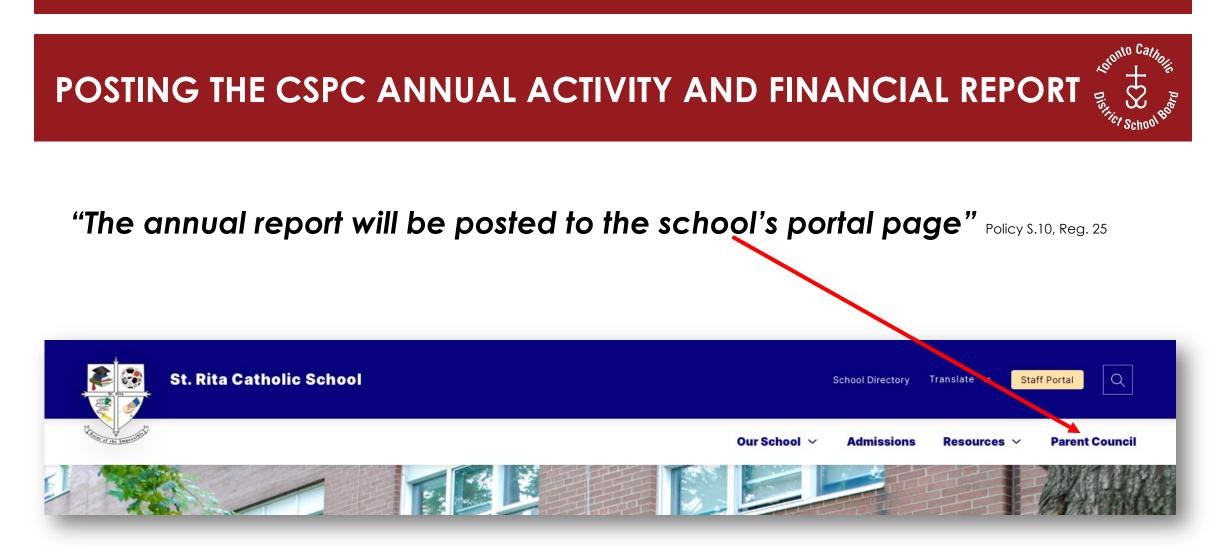
2. Click 'Print or get PDF of answers'



3. Click on option(s) required

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