



REPORT TO

STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND HUMAN RESOURCES COMMITTEE

CENTS-OFF SOLUTION

“For I am convinced that neither death, nor life, nor angels, nor rulers, nor things present, nor things to come, nor powers, nor height, nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord.”

Romans 8:38-39

Created, Draft	First Tabling	Review
February 21, 2020	March 5, 2020	Click here to enter a date.

P. De Cock, Comptroller of Business Services & Finance

INFORMATION REPORT

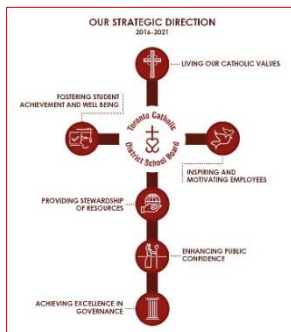
Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



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A. EXECUTIVE SUMMARY

This report will provide information to the Board of Trustees regarding the Angel Foundation for Learning's Cents-Off Program, a fundraising initiative of the Foundation with employees of the TCDSB. The Report will outline efforts already in place to promote the Cents-Off campaign, as well as other solutions to further promote and preserve the donor base of the Program.

The cumulative staff time required to prepare this report was 6 hours.

B. PURPOSE

1. This report is on the Order Paper for the Student Achievement Committee due to Board motion to address operational issues identified during the Angel Foundation's Executive Director's 2019 Annual Update Report to the Toronto Catholic District School Board.
2. The issue of variations over the course of the school year(s) with the Cents-Off donor base is the key concern identified by the Executive Director. This report provides a solution to this issue of concern.

C. BACKGROUND

1. The donations received through all of the Angel Foundation for Learning's (AFL) fund-raising activities sustains all of their charitable works for students at the Toronto Catholic District School Board (TCDSB).
2. The *Cents-Off Program*, which is available to all TCDSB employees, has the potential to become the AFL's largest sources of revenue.
3. TCDSB employees are invited to take part in the *Cents-Off Program*, whereby the cents from each pay-cheque is automatically donated to the Angel Foundation for Learning. Participants receive a tax receipt for the donation amount, which will be reflected on the employee's annual TCDSB T4 slip. (Employees can also choose to increase their donation to a set amount each pay-cheque, which ranges from \$1.00 to \$35.00 each pay.)

4. The TCDSB has approximately 14,000 full and part-time employees; all are eligible to participate in the program. The average bi-weekly donation is .47 cents, for those employees that are only donating the “cents”. This is an average total of \$12.22 yearly. Current enrolment in the *Cents-Off Program*, as of February 14th 2020, is 1,801 employees.
5. *Cents-Off Program* data based on annualized Payroll run data for the past 4 years appear in the table below:

School Year	Number of Participants	Total Donation
2015-16	1,843	\$37,422
2016-17	1,717	\$36,108
2017-18	1,731	\$37,232
2018-19	1,989	\$36,150

D. EVIDENCE/RESEARCH/ANALYSIS

1. There are many variables which impact upon the number of participants and donation amounts generated month-to-month and year-to-year including the following:
 - a) Employee turnover changes, from active status to unpaid status, such as retirements, resignations and unpaid leaves of absences impacts the number of participants and donations
 - b) Employees may change the donation amount from cents-off to a fixed amount deduction and vice-versa
 - c) Cents-off amount will vary from pay-to-pay due to non-paid periods such as March Break, Christmas Break and Summer Break.
 - d) Employees’ salary amount may vary due to changes in employment status, i.e. part-time to permanent and vice-versa, changes in position

type and responsibility allowances, Full Time Equivalency (FTE) percentage, as well as changes to annual allowances.

- e) Employees may change their donor status between work assignments due to personal and financial circumstances, i.e. a long-term occasional assignment for 4 months ends and a second long-term occasional assignment begins 2 weeks later results in an active employee rendered inactive and 2 weeks later reactivated as an active employee with a new work assignment.
2. During the period of June 2019 through January 2020, 78 employees dropped off the *Cents-Off Program* listing due to various reasons such as retirements, leaves of absence and transfers. Of the 78 employees, only 6 of those employees were reactivated on the same date without the Cents-Off contributor status reactivated. Those six employees were reactivated as Cents-Off contributors.
 3. Human Resources and Payroll Services will be implementing the following courses of action:
 - a) Payroll Services will generate an exception report each payroll run that will identify if an employee was a *Cents-Off* contributor on the previous payroll run, but not on the current payroll run. If that is the case and the employee is still active, Payroll Services will re-assign the employee as a *Cents-Off* contributor on the active employee file.
 - b) Human Resources and Payroll Services will meet with the AFL to update their *Cents-Off* deduction authorization form that the employee completes, to indicate that the deduction will remain on their employee/payroll record as long as they remain actively employed with the TCDSB and only ends when the employee contacts Payroll Services to terminate their contributor status. This will protect the TCDSB in those cases where the employee was placed on a leave of absence or their terminated status is re-activated at a later date.
 - c) Payroll Services will also remove the delimiting of the *Cents-Off* item from those employees that transfer, go on leave, or terminate/rehire into another position.

E. METRICS AND ACCOUNTABILITY

1. The AFL's Annual Report to the TCDSB provides the success and growth statistics of the *Cents-Off Program*.

F. CONCLUDING STATEMENT

This report is for the consideration of the Board of Trustees.