

Catholic School Parent Council (CSPC)

Annual Activity and Financial Report

2021-2022

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 8th, 2022.**

* Required

* This form will record your name, please fill your name.

CSPC Annual Activity Report

Purpose:

- *"Every school council shall annually submit a written report on its activities to the principal of the school and to the board that established the council" O.Reg.612,s.24(1).*

1. Name of School *

2. Trustee Ward *

- ☐ 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: *(Click on all that is applicable)* *

- ☐ Used the mandated *TCDSB, CSPC By-Laws* template (*Policy A.10, Appendix A*), with the verified 7 local amendments
- ☐ Communicated the school's current *TCDSB, CSPC By-Laws* by sharing them with the school community or by posting them on the TCDSB's school's webpage
- ☐ Reviewed the current 7 local amendments to the mandated *TCDSB, CSPC By-Laws*, in order to comply with the required yearly review and verification by the school community at the 2022 AGM

4. The principal provided all parents with written notice of the date, time, and location for the elections of the parent representatives, at least 14 days before the date of the elections. *

☐ Yes

☐ No

5. CSPC elections were held within the mandated 30 calendar days, after the first day of school. *

☐ Yes

☐ No

☐ 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: *(Click **ONLY** on the positions that were filled as per the school's TCDSB, CSPC By-Laws)* *

☐ Parent Representatives (# as stipulated in the by-laws)

☐ Parent Representatives (Less than the # stipulated in the school's by-laws)

☐ Pastor or Designate (Appointed by the pastor)

☐ Teacher Representative

☐ Non-Teacher Representative

☐ Community Representative (# as stipulated in the by-laws)

☐ Student (Secondary)

☐ Student Elementary (Optional, at the principal's discretion)

☐ Parent Member with an Interest in Special Education

7. The Council had the required minimum number of meetings (i.e., 4, including the AGM).

*

☐ Yes

☐ No

8. 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. *

☐ Yes

☐ No

9. 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. *

☐ Yes

☐ No

10. CSPC approved meeting minutes and financial statements from all scheduled meetings were shared with the school community. *

☐ Yes

☐ No

11. At a scheduled CSPC meeting, a yearly budget was presented and voted upon by The Council. *

☐ Yes

☐ No

12. 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 Improvement and Equity Plan*. *

☐ Yes

☐ No

13. CSPC fundraising funded the following initiatives that supported the goals of the *School's Equity and Improvement Plan*: (Click **ONLY** on what is applicable) *

☐ Student learning materials not covered by Block Budget funds

☐ Technology for students

☐ Extra and/or co-curricular student activities (e.g., excursions; buses; workshops; performances; sports events)

☐ Student celebrations (e.g., first communion; confirmation; graduations; holidays; spirit days)

☐ Charitable organizations

☐ Parent/guardian engagement activities in addition to available PIC or PRO funds

☐ Other initiatives that are in compliance with *TCDSB, Policy S.10, Appendix B*

14. The CSPC chair/co-chairs ensured that at least 3 times per year (November, April, June) a budget was reported to the school community. *

☐ Yes

☐ No

15. The Council made use of **some or all** available Parent Involvement Committee (PIC) funds? *

☐ Yes

☐ No

16. List the title(s) of any parent workshop, initiative or resource sponsored with PIC funds or CSPC fundraised funds.

******If the school applied and received a Parent Reaching Out (PRO) grant, please do not list the title of any initiative funded by PRO funds. This information has already been submitted by schools in the PRO final report. **

CSPC Financial Report

Purpose:

- "If the school engages in fundraising activities, the annual report shall include a report on those activities" O. Reg. 612 s.24 (2)
- In addition to complying with Ministry TCDSB policy requirements, CSPCs must provide information (#12-15) to the board, so that it is included in the TCDSB 2021-2022 financial statements required by the Ministry.

Note:

- Please enter amount in the following format: \$#,###.## (e.g., \$2,345.80)

17. **CSPC Opening Bank Balance** as of June 1st, 2021 (i.e., Reported as CSPC closing balance to the Ministry as of this date) *

18. **CSPC Revenue Received** up to May 31st, 2022 (i.e., Reported as CSPC revenues to the Ministry as of this date). *

19. **CSPC Expenses Paid** up to May 31st, 2022 (i.e., Reported as CSPC expenses to the Ministry as of this date) *

20. **CSPC Closing Bank Balance** as of May 31st 2022 (i.e., Reported as CSPC cash on hand to the Ministry as of this date) *

CSPC Annual Activity & Financial Report - Action After

21. Before submitting the 2021-2022 CSPC Annual Activity and Financial Report on behalf of The Council, I acknowledge that I have reviewed the report with the principal:

☐ Yes

☐ No

22. Before submitting the report, I acknowledge that I will:

1. Save and/or print a copy
2. Provide a copy to principal for their records;
3. Present the report at a CSPC meeting and provide a hard copy for CSPC records;
and
4. Request the assistance of the principal to post the *CSPC Annual Activity and Financial Report* on the school's portal page.

☐ Yes

☐ No

23. Please add the date of submission



Format: M/d/yyyy

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