



Update on CSPC Financial Software – April 7, 2025

Overview

To provide an update on the following item from the CPIC Pending List:

That CPIC in conjunction with TCDSB ICT Services investigate a group buy or central licensing model with Intuit for available use of QuickBooks for Catholic School Parent Councils (CSPCs) across the TCDSB.

Observations

1. Through school financial reviews, CSPC school visits and discussions with CSPCs, an understanding of the financial practices was gained. It was found that:
 - Treasurers used Excel to manage line-by-line activity from separate accounts.
 - For consolidated accounts this was automated through KEV.
 - Tracking income and expenses, including reconciliation, using Board Excel templates (or similar templates) were noted.
 - For consolidated accounts some of this reporting was automated through KEV.
2. Recognized not all CSPCs utilize current tools and platforms available to them, which include: CSPC email, School Cash Express, SharePoint, CSPC web page, OneDrive and Microsoft Office suite.
3. Manual HST Rebate forms completed satisfactorily using Excel spreadsheet.
 - For consolidated accounts this reporting was automated through KEV.
4. Identified 2 CSPCs that use QuickBooks software, and cost was incorporated into their operating budget.
5. The current consolidated versus separate CSPC accounts ratio is 60:40.

Considerations with QuickBooks

1. Cost: 78 accounts would be \$50,544 - \$648 annually (license grants access to 3 users) x 78 separate CSPC accounts.
2. Training: There will be a learning process annually and as the software is updated, recognizing CSPC also has turnover in members.
3. Support: Day-to-day and technical questions on two systems versus one.
4. Management of access: Maintaining proper user access, recognizing CSPC also has turnover.

Recommendation

Given the financial complexity of CSPC reporting is low, it is not recommended to purchase financial software as it is not cost-effective and will not increase efficiency or ease the role of the Treasurer.

For the 40% of CSPCs that do not have consolidated accounts, financial tasks could be simplified by consolidating as this would provide access to KEV reports, which would automate several required reports and ease the role of the Treasurer.