



SCHOOL-GENERATED FUNDS (SGF) YEAR END FINANCIAL REPORTS

YEAR:

SCHOOL:

PRINCIPAL:

The financial reports for SGF are due for the fiscal year – July 1 to June 30. As per policy “Administration of School-Generated Funds” the following items must be sent to Financial Services. SGF are defined as funds raised for student organizations, school and parent groups. These funds are referred to as SGF as they are raised by individuals at the school level. **Some examples of these funds may include school bingo, Catholic School Council, Athletic Association, band, clubs, departments, yearbook and community use of school accounts.** Where a school holds money (either cash or investment) for a bursary this is also considered SGF and requires full reporting. The following information must be sent for each and every account or cash float that is associated with your school.

- A. Copy of the Bank Statement or Passbook showing June 30, balance.
- B. Bank Accounts for School-Generated Funds (form #AC-408-2). Include GIC’s and investments as separate accounts that require reporting.
- C. Signed copy of **School-Generated Funds – Principal Assurance – Audit memo.**

The following are all the SGF we have at our School and the information required as noted above:

	Bank Account Name	Bank Account #			
1.			A.	B.	C.
2.			A.	B.	C.
3.			A.	B.	C.
4.			A.	B.	C.
5.			A.	B.	C.

(If more space is needed, please continue on the back)

SGF HST Rebate Claims

HST Rebate claims are submitted by schools directly to CRA on the school’s selected schedule of remittance (monthly, quarterly or annually). Please indicate date of last remittance and the schedule of remittance for your school.

Date of Last Remittance to CRA: _____ Monthly Quarterly Annually

I, _____, the Principal of the above mentioned school have disclosed all SGF, including all bank accounts and any other funds that are not maintained in the bank accounts, and the required financial information relating to these funds. I have reviewed these reports for completeness and accuracy.

Principal’s Signature

Date: _____