

JICS Parents' Association Meeting

Monday October 26, 2015

6:00 p.m.

AGENDA

1. President's Report
 - a. Welcome
 - b. 2015 - 2016 Areas of Focus
 - c. Finances Overview
 - d. PA Budget
2. Class Rep Reports
3. Volunteer Report
 - a. Dates on the horizon
 - b. Spots to fill
4. Committee Reports
 - a. Patrick Harvey Fund
 - b. Parent Education
 - c. Library
 - d. Dean's Advisory Committee
 - e. Healthy Eating Committee (...coming soon)
5. Principal's News

Reminder – Parent Ed Event to Follow at 6:45pm

...Some light food will be available.

MINUTES OF A MEETING OF THE MEMBERS OF THE ST. GEORGE'S SCHOOL'S PARENTS' ASSOCIATION (the "Association" or "JICS PA")

Held at The Dr. Eric Jackman Institute of Child Study Laboratory School 45 Walmer Road, Toronto, Ontario, on Monday, October 26, 2015, at 6:00 p.m.

1. Chair and Secretary

A quorum present, Grant McCutcheon, President of the Association, took the Chair and called the meeting to order. Beth Corcoran acted as Secretary.

2. Welcome

Grant introduced the new Executive and provided an overview of the Association's meeting schedule for the school year. There was a brief review of the 2015-2016 areas of focus, and Grant advised the meeting that the Parents' Association is always looking for ways to improve the status quo and seeks to work closely with parents to gain their views, address issues of concern, and encourage their participation in school life. He noted the open invitation to Class Reps to attend Executive meetings with a positive response.

3. Financial Report

In Thecla Sweeny's absence, Grant provided an overview of the PA Finances. A detailed financial overview that included historical comparatives as well as the current school year's budget was provided to members in attendance. A specific focus was given to the "Summary of Financials – Key Metrics" and details of the 2015 - 2016 Budget. A review of budgeted expenses was provided and Grant underscored the key use of parent donations to enhance the classroom experience for children. Grant also brought attention to the Association's relatively large cash balance and the efforts of the Executive to work with the school to identify opportunities to use this in the near term, with some exciting technology related purchases already approved.

Follow Up/Action Items:

- **Newsletter** - A number of parents questioned the printing expense of \$1,800 wondering if delivery by email is more appropriate. It was suggested that the Executive examine eliminating printing or ways to reduce costs. The suggestion was made from the floor to canvas parents as between receiving a soft or printed copy, with a strong view also expressed that the newsletter in printed form is important to the childrens' experience with it.
- **Association Members' Meetings** - Grant advised that the Executive welcomes input on the best start time having regard to childcare and the tradition of holding the meetings in conjunction with a Parent Education event. Some parents expressed a concern with ensuring the Association meetings were not compressed in time and allow for questions and discussion.

4. Classroom Representative Reports

Beth provided an overview of the Classroom Representative Reports, a copy of which was provided to parents in attendance. The summary provides informative highlights of the great work of teachers and underscores the importance of parent volunteers in facilitating field trips.

5. Parent Volunteer Report

Leticia Amaral highlighted relevant items related to volunteering at JICS, and advised that volunteers are needed in the following areas:

- a. Basket wrapping for book night. The date for this is Tuesday, November 17th at 2:30pm.
- b. Assistance in the Art Room with Tara from November 23rd to 27th. Interested individuals should contact Carol Stephenson.

For additional information regarding the above noted items and volunteering in general, parents were encouraged to contact Leticia or Kimberley Ling.

6. Committee Reports

Brief but informative written reports were circulated for each of the PHAC, Parent Education and Library Committees. Parents were welcomed and encouraged to join these committees at any time. Beth Cocoran provided an overview of a new committee, open to all parents and teachers, the Healthy Eating Committee (name to be confirmed). An email announcing the committee will be sent to all parents and to confirm a first meeting date.

7. Dean's Advisory Board

Nadia Thomas, JICS parent, provided an overview of the Dean's Advisory Board to which she was appointed for a 3-year term. Nadia expressed her intention to be a strong voice for JICS parents and her hope that parents with concerns or issues will seek her out to discuss those. She will report to the parents on its activities, as appropriate.

8. Principal's Report

Richard Messina provided a brief and positive update, reminding parents that he and Chriss Bogert, along with the Parent Executive encourage parent ideas for positive change. In this regard he commented on the overwhelmingly positive feedback he had received on the first Community Knowledge Building Chat. Richard invited questions. The meeting was terminated at 7:00pm.

Grant McCutcheon, Chair

Beth Corcoran, Secretary

JICS Parents' Association Meeting

Monday, January 18, 2016

6:00 p.m. at 45 Walmer Road

"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has."

– Martin Luther King

AGENDA

1. President's Report
 - a. Welcome
 - b. 2015 - 2016 YTD Review
 - c. Looking forward
2. Treasurer's Report
 - a. Finances Overview YTD
 - b. Budget vs. Actual
3. Volunteer Report
 - a. Dates on the horizon
 - b. Thank You's
4. Committee Reports
 - a. Patrick Harvey
 - b. Parent Education
 - c. Health Eating
 - d. Library
 - e. Dean's Advisory Committee
 - f. Nominations
5. "Refresh, Rethink, Renew" Initiative
 - a. Class Rep Role
 - b. Live Comment Box
 - c. Communications channels, including Website
6. Principal's News

Reminder – Parent Research Night to Follow at 7:00pm

...Some light food will be available.

MINUTES OF A MEETING OF THE MEMBERS OF THE ST. GEORGE'S SCHOOL'S PARENTS' ASSOCIATION (the "Association" or "JICS PA")

Held at The Dr. Eric Jackman Institute of Child Study Laboratory School 45 Walmer Road, Toronto, Ontario, on Monday, January 18, 2016, at 6:00 p.m.

1. Chair and Secretary

A quorum present, Grant McCutcheon, President of the Association, took the Chair and called the meeting to order. Beth Corcoran acted as Secretary.

2. President's Report

Grant welcomed all present, including by remote online access, and provided an overview of the Association's activities year-to-date, noting that the \$23,251 of fees and donations collected exceeded budget and have allowed approx. \$9,000 of classroom and special ed grants. He also discussed the teacher "Wish List" of items such as software, iPads, play scripts, toys, and aquariums, compiled each year by teachers as things they'd greatly appreciate but are not essential to their curriculum. Grant was pleased to let parents know that the executive had approved over \$17,559 of "Wish List" items for purchase using parent donations held in the charity. These items can be quickly acquired for immediate benefits.

Grant noted that the real capital of the PA is parent energy and on behalf of all parents thanked the many volunteers who made all sorts of school events possible including Sandbanks, the Terry Fox run and Book Night. On the horizon he noted Read-a-thon, Earth Day, Hot Dog Night, Games Day and the Grade 6 graduation.

3. Financial Report

Thecla Sweeny provided an overview of the PA Finances, her detailed overview having been circulated. She reviewed with the meeting the overview of historical comparatives as well as the current school year's budget. A specific focus was given to the "Summary of Financials – Key Metrics" and details of the expenses made possible by parent donations.

Thecla expressed her desire to see increased use by parents of online donation opportunities, including as it facilitates receipt generation and bookkeeping. She also noted to the meeting that the expense review procedures for the Patrick Harvey Fund and Library monies held by the charity had been reviewed and modified.

4. Volunteer Report

In the absence of the Volunteer Coordinators, Beth Corcoran reviewed with the meeting the many events that have taken place so far in the school year with parent volunteers providing important support. She also reviewed events on the horizon and encouraged parents to look for opportunities to support these with their time.

Beth thanked Volunteer Coordinators Leticia Amaral and Kimberly Ling for their tremendous efforts and skills at so successfully organizing the parent volunteer effort at the school. This included their implementation of an online volunteer sign-up system and other near irresistible strategies to engage parents.

5. **Committee Reports:**

a. **Patrick Harvey Arts Fund**

Chriss Bogert and Carol Stephenson spoke about the exciting artist in Residence program with Christi Belcourt ongoing which is involving every student in the creation of a large piece of mural art. Chriss spoke to the deep and long lasting rewards of the teachings of Christi Belcourt and Issac Murdoch of the Serpant River First Nations for stimulating children with art and stories, including with thoughts about how to resolve conflict. It was noted that a gala would be held in the spring to raise money for the Patrick Harvey Fund – details to follow!

Chriss and Carol also noted that Dione Taylor, a Toronto singer, would be at the school during Black History Month as part of the exploration of black history through music and song.

b. **Parent Education**

Grant thanked Alessandra Sanchez and the Parent Ed committee for organizing tonight's event and an exciting program through the year with events planned for February 18, April 18 ("Sleep" as part of health and wellness) and May 2 (the impacts of media and pop culture stereotypes on children). Grant noted that the committee worked with a modest budget of \$1,000.

c. **Healthy Eating**

Beth Corcoran provided an update on the activities of the Food For Thought committee, most particularly the search for a hot lunch provider with various candidates under review. She was excited to confirm "it will happen!"

d. **Library**

Grant circulated and reviewed a detailed report prepared by Raadiyah Nazeem on the many activities going on in the library. In Raadiyah's absence, Chris Bogert answered parent questions and responded to suggestions, including that recommended book lists by age /grade be posted on the parent website. It was also suggested that a list of books identified as desirable for the library be posted for parents along with a list of additions to the collection made by parents.

e. **Dean's Advisory Committee (OISE)**

Nadia Thomas, parent representative on the DAC with Jason Deluca, addressed the meeting noting that specifics of DAC meetings are confidential. Nadia reminded parents that the DAC makes non-binding recommendations to the Dean of OISE with virtually any topic on the table. She invited parents to speak with her about any issues or topics they felt should be raised at a DAC meeting, with the next meeting scheduled for June.

f. **Nominations Committee**

Grant advised the meeting that the Executive would be seeking two parents not on the Executive to serve on the Nominations Committee.

6. **“Refresh, Rethink, Renew”**

Grant discussed this initiative as an ongoing effort to examine and define the PA’s mandate and roles, as well as to review how the PA can best communicate, including through the Class Reps. Important to this would be the planned parent survey to be conducted.

“We will be asking you” - Beth discussed the soon to be distributed survey and how the executive hoped parents would take time to complete it and give candid responses.

7. **Principal’s Report**

Richard Messina provided a brief and positive update. He expressed his enthusiasm for the introduction of technology to allow for meeting participation remotely. He also expressed his sincere appreciation for the generous investment made by parents in Wish List items along with his assurances of immediate value to the school.

He was asked about the building construction and tuition. He provided a short update on the new building noting that bids are due in the next few months with a target “opening” of September 2017. He advised that fees would continue to increase in the years ahead, but, he hoped, of only 3-5%.

He expressed the school’s gratitude and excitement about three 3D printers donated by a parent anonymously.

Lastly, Richard warmly welcomed to JICS Karen Menzes, in attendance, her husband and their son Cade (grade 4).

8. **Other Business**

None was raised

Upon motion duly made and unanimously approved, the meeting was terminated.

Grant McCutcheon, Chair

Beth Corcoran, Secretary

JICS Parents' Association Meeting

Monday, May 2, 2016
6:00 p.m. at 45 Walmer Road

AGENDA

1. President's Report
 - a. Welcome
 - b. 2015 - 2016 YTD Review
 - c. Looking forward

2. Treasurer's Report
 - a. Finances Overview
 - b. Budget vs. Actual

3. Volunteer Report
 - a. Review parent engagement
 - b. Dates on the horizon
 - c. Thank You's

4. Committee Reports
 - a. Patrick Harvey
 - b. Parent Education
 - c. Food for Thought
 - d. Library

5. Nominations (resolution below)

6. Principal's Report

Reminder – Parent Education Panel Event “Media Impacts on Children” to Follow at 7:00pm

...Some light food will be available.

Election of Officer and Confirmation of Offices

WHEREAS a meeting of the Members of the the St. George’s School’s Parents’ Association (the “Association”) was held on Monday, May 4, 2015;

AND WHEREAS the Association’s Constitution provides that each voting member of the executive shall hold their position for two years beginning on July 1 and is eligible for re-appointment;

AND WHEREAS at the May 4, 2015 meeting the following officers were appointed or re-appointed:

Office	Name
President	Grant McCutcheon
Vice President	Beth Corcoran
Past President	Tracy Pryce
Treasurer	Thecla Sweeney
Volunteer Coordinator	Leticia Amaral Nogueira
Volunteer Coordinator	Kimberly Ling
Communications	Ramona Omidvar-Khullar

AND WHEREAS the Communications officer is resigning effective July 1, 2016;

BE IT RESOLVED:

1. Casey Dabiet and Erin Kirby be elected Communications Officers of the Association effective July 1, 2016; and
2. The executive offices as otherwise set forth above are hereby ratified and confirmed.

MINUTES OF A MEETING OF THE MEMBERS OF THE ST. GEORGE'S SCHOOL'S PARENTS' ASSOCIATION (the "Association" or "JICS PA")

Held at The Dr. Eric Jackman Institute of Child Study Laboratory School 45 Walmer Road, Toronto, Ontario, on Monday, May 2, 2016, at 6:00 p.m.

1. Chair and Secretary

A quorum present, Grant McCutcheon, President of the Association, took the Chair and called the meeting to order. Beth Corcoran acted as Secretary.

2. President's Report

Grant welcomed all present, including those participating by online access.

He provided an overview of the Association's activities year-to-date, noting total fees and donations in the year of \$23,800 had been used to acquire exciting items for use in classrooms and, with funds already on-hand, \$17,559 of Wish List items. He expressed gratitude to all parents for their participation in the many school events through the year requiring volunteer support.

He thanked parents for completing the survey noting a very high response rate with thoughtful and useful comments. In this regard, he was pleased to advise the meeting that PA Communications, a key area of focus for improvement, would see two experienced and skilled parents nominated for election by Members to the Executive.

On the horizon he noted Hot Dog Night, Games Day and the Grade 6 graduation were highlights still to come.

3. Financial Report

Thecla Sweeny provided an overview of the PA Finances, her detailed overview having been circulated. She reviewed with the meeting the overview of historical comparatives as well as the current school year's budget vs actual. A specific focus was given to the "Summary of Financials – Key Metrics" and details of the expenses made possible by parent donations.

Thecla expressed her continuing desire to see increased use by parents of online donation opportunities, including as it facilitates receipt generation and bookkeeping.

4. Volunteer Report

Grant introduced Leticia Amaral to give her report and thanked her and Kimberley Ling for their tireless and very successful efforts to engage parents. He noted the great improvement they had implemented with the implementation of an online sign-up system to compliment their uncanny ability to engage parents. Leticia reviewed events on the horizon Read-a-Thon and Hot Dog Night and encouraged parents to look for

opportunities to support these with their time. She thanked all the many volunteers for their efforts and enthusiasm.

5. **Committee Reports**

a. **Patrick Harvie Arts Fund**

Kimberly Ling spoke about the exciting gala planned for May 12 and the importance of this fundraiser to ongoing arts funding at the school for terrific programs like the Artist in Residence. Kimberly provided an enthusiastic overview of the plans for the evening and thanked parent Ginger Sobara for generously offering to host the evening at her home.

b. **Parent Education**

Grant introduced Alessandra Sanchez and thanked the Parent Ed committee for organizing tonight's event and an exciting and informative program through the year. Alessandra addressed the meeting expressing her thanks to the committee and hope that parents enjoyed this year's events. She gave her report noting that the committee had stayed close to budget with some unanticipated costs for speaker's travel and accommodation.

c. **Healthy Eating**

Beth Corcoran provided an update on the activities of the Food For Thought committee, most particularly the successful search for a hot lunch provider and what appeared to be excellent uptake and enthusiasm for the trial hot lunch program ongoing. Details would be forthcoming for the year-ahead.

d. **Library**

Grant circulated and reviewed a detailed report prepared by Raadiyah Nazeem on the many activities going on in the library this year and use of parent donated funds to acquire books and pay for special guest readers and storytellers (see report attached as a schedule). In Raadiyah's absence, Chriss Bogert answered parent questions and responded to suggestions.

6. **Election of Executives for July 1, 2016**

Grant reviewed the Constitution as to the nomination and appointment of executives. He noted that in the year ahead the position of Communications Officer is open and that the Nominations Committee after careful consideration and discussion had decided to put forward both Casey Dabiet and Erin Kirby as co-officers, each bringing very relevant, and timely skills and experience to the position. On behalf of all parents and the school Grant expressed gratitude to Ramona for her service on the executive and to Kyle Smith and Shone Joos for their thoughtful work on the Nominations Committee.

Grant noted that the Vice-President, Treasurer and Volunteer Coordinator positions would be coming vacant July 1, 2017 and to please give thought to getting involved with one of these roles (see schedule attached).

The following motion was then made.

WHEREAS a meeting of the Members of the the St. George’s School’s Parents’ Association (the “Association”) was held on Monday, May 4, 2015;

AND WHEREAS the Association’s Constitution provides that each voting member of the executive shall hold their position for two years beginning on July 1 and is eligible for re-appointment;

AND WHEREAS at the May 4, 2015 meeting the following officers were appointed or re-appointed:

Office	Name
President	Grant McCutcheon
Vice President	Beth Corcoran
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Volunteer Coordinator	Leticia Amaral Nogueira
Volunteer Coordinator	Kimberly Ling
Communications	Ramona Omidvar-Khullar

AND WHEREAS the Communications officer is resigning effective July 1, 2016;

BE IT RESOLVED:

1. Casey Dabiet and Erin Kirby be elected Communications Officers of the Association effective July 1, 2016; and
2. The executive offices as otherwise set forth above are hereby ratified and confirmed.

7. Principal’s Report

Richard Messina provided a brief and positive update. He encouraged parents to attend the the Jackman ICS bi-annual fundraiser and celebration of the Arts on May 12, noting that the The Patrick Harvie Arts Fund is important for its financial support that enhances the arts education and experiences for students. In this regard, he expressed the school’s great appreciation for the approximately \$16,000 of Patrick Harvey Fund money used to provide for a banner year with Christi Belcourt as Artist in Residence, story teller Isaac Murdoch, and singer Dione Taylor.

Richard then shamelessly announced “It is now time to refill our coffers!” Parents are encouraged to buy tickets to the Soirée and to consider making a donation to the Patrick Harvey Fund.

Richard was asked to provide an update on the building construction. He advised that the library will be moved to its new location at the front of the school, what is now Michael's Grade 5/6 classroom and that Nancy and Zoe's offices will be moved into the current library space. Michael's Grade 5 classroom will be housed in Room 127 for the 2016-2017 school year with final completion still on schedule for September 2017.

8. Other Business

None was raised

Upon motion duly made and unanimously approved, the meeting was terminated.

Grant McCutcheon, Chair

Beth Corcoran, Secretary

Schedule to Minutes of a meeting of the Members of the JICS PA held May 2, 2016

Voting Members of the JICS PA Executive

		15/16	16/17	17/18	18/19	19/20	20/21
President		Grant	Grant	Beth	Beth	vacant	vp2
Past President		Tracy	Tracy	Grant	Grant	Beth	Beth
Vice-President		Beth	Beth	vacant	vp2	vp2	vacant
Treasurer		Thecla	Thecla	vacant	treas2	treas2	vacant
Vol-Cord	1	Leticia	Leticia	vacant	vc2	vc2	vacant
	2	Kimberly	Kimberly	Kimberly	vacant	vc3	vc3
Communications		Ramona	[Casey?]	[Casey]	vacant	comm2	comm2
Vacancies		N/A	1	3	2	1	3

Constitution:

- 1 Each voting member to hold position for 2 years beginning July 1
- 2 Voting Execs are eligible for "re-appointment"
- 3 President "shall serve as Past President"
- 4 VicePresident "shall serve as President"

 pdfelement

Schedule to Minutes of a meeting of the Members of the JICS PA held May 2, 2016

Library Update

Prepared by: Raadiyah Nazeem Title: Teacher-Librarian & Technology Integrator
Next Meeting: May 2nd

Fundraisers

2 Fundraisers facilitated by TL to raise money for the Library. Book Night - \$2575.40 (Indigo Gift Card) o Raffle - \$1,383! Read-a-thon: \$?? We will know and announce to the community mid-May

Use of Funds

We have used approximately \$2000 of the funds from the Indigo gift card to: A) Purchase new novels; B) Purchase new information books focusing on gaps identified by teachers or students: o Indigenous books o Sports books; C) Purchase new picture books; D) Purchase new felt board stories + puppets; E) Replace loved books that have been torn beyond repair. We will continue to purchase books in May and June, as well as in the summer to fill gaps in the collection, or continue to build loved areas. Please visit the website under "We Love to Read" for additions to our collection. We will try to update it more regularly.

Read-a-thon Visitors

We spent \$2,764.75 on visitors for Read-a-thon in 2016. These funds are often from the raffle and the previous years' Read-a-thon 6 incredible artists visited: Sandra Whiting, storyteller (visited in February), Dan Yashinsky, storyteller, Kim Kilpatrick, storyteller, Marie Celie Agnant, storyteller Soyeon Kim, illustrator Barbara Reid, illustrator & author

Approximately \$1,000 remains in the Library budget and will be used to purchase books in October for the Forest of Reading Program Read-a-thon money raised in 2016 will be used to re-subscribe to magazines, purchase books from independent books stores, as well as pay for visitors for 2017 Read-athon.

The Jackman Institute of Child Study Children's Book Awards Just launched during the week of April 25th Three categories of books have been chosen: o Books by Andrew Fusek Peters o Indigenous Legends by Carroll Simpson o Adaptations of classics These books will be read to students throughout the next few weeks Students then vote for their favourite in each category and these books are revealed during the last assembly of the school year

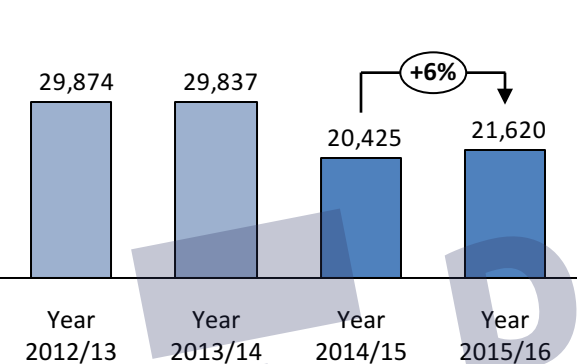
Wishes for the Future Bookshelves/new furniture Cozy corner for reading and sharing stories (maybe out of cushions or comfy small couch)

ICS Parents' Association Finance Committee Meeting

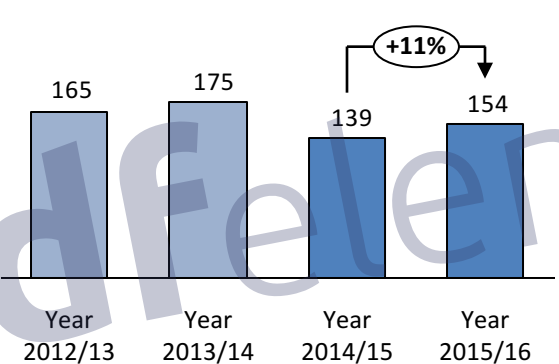
September 24, 2015

Summary Financials – Key Metrics

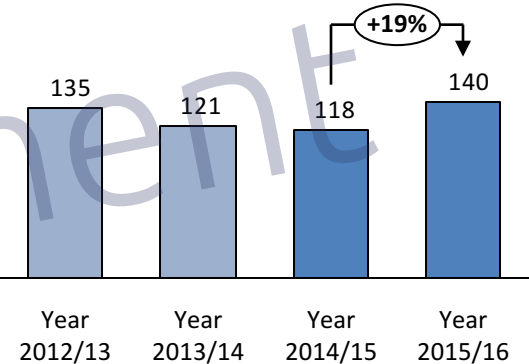
Total Revenue (\$)



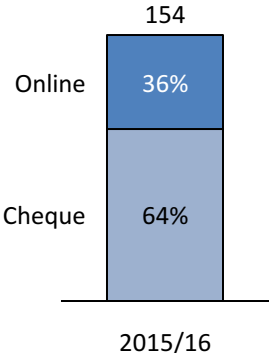
of Participants



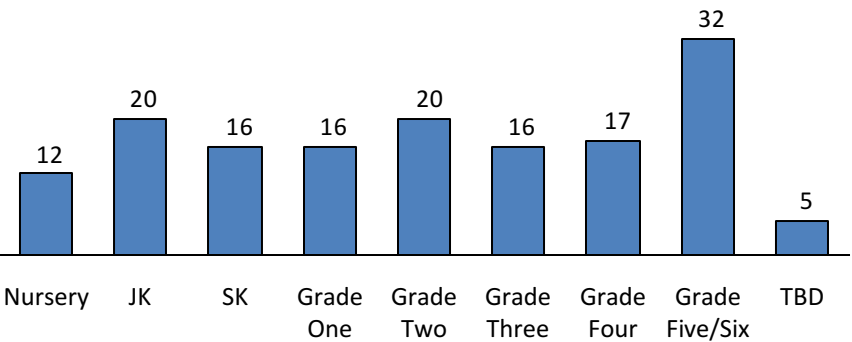
Average Donation (\$)



2015/16 Method of Payment



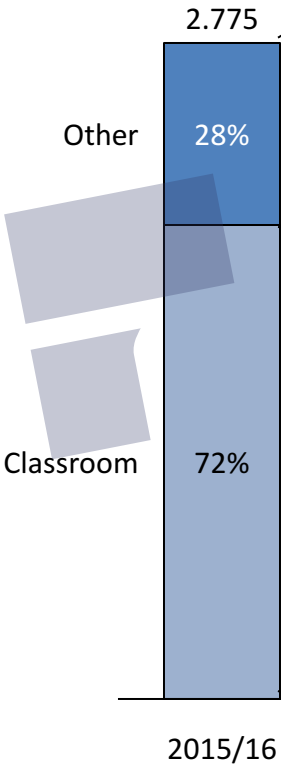
YE 2016 Participation by Class



Note: Years 2012-14 include all funds collected including library and PHAC

Additional Donations - Allocation

Additional Donations (\$)



Additional Allocations

Tuition Support	\$300.00
PHAC	\$100.00
PE	\$100.00
Art	\$25.00
Jr. French	\$45.00
Jr. Music	\$25.00
Sr. French	\$25.00
Sr. Music	\$25.00
Drama	\$125.00
Total	\$770.00

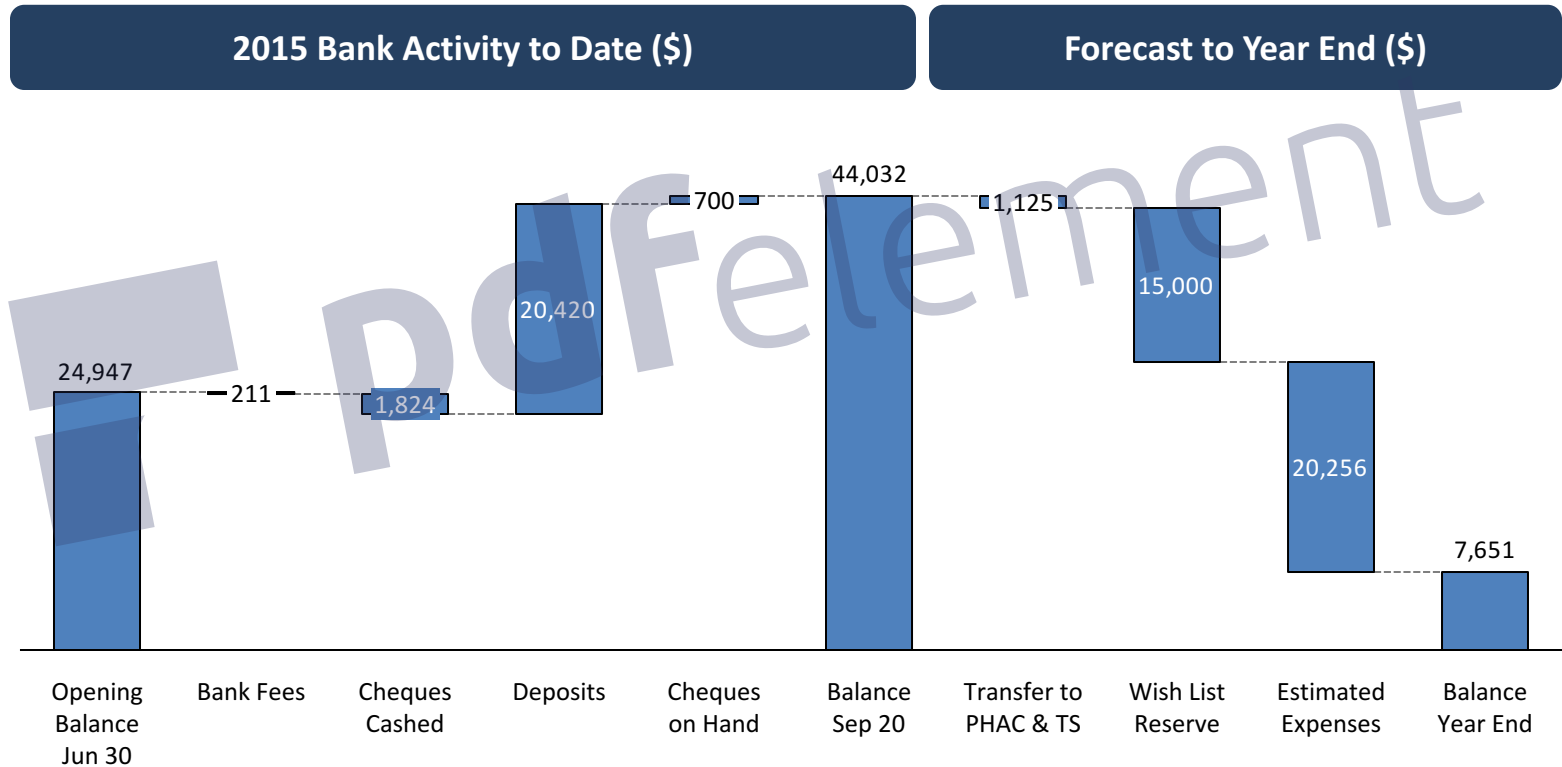
Classroom Allocations

Nursery	\$125.00
JK	\$300.00
SK	\$205.00
Grade One	\$325.00
Grade Two	\$175.00
Grade Three	\$225.00
Grade Four	\$150.00
Grade Five/Six *	\$500.00
Total	\$2,005.00

2015-2016 General Budget

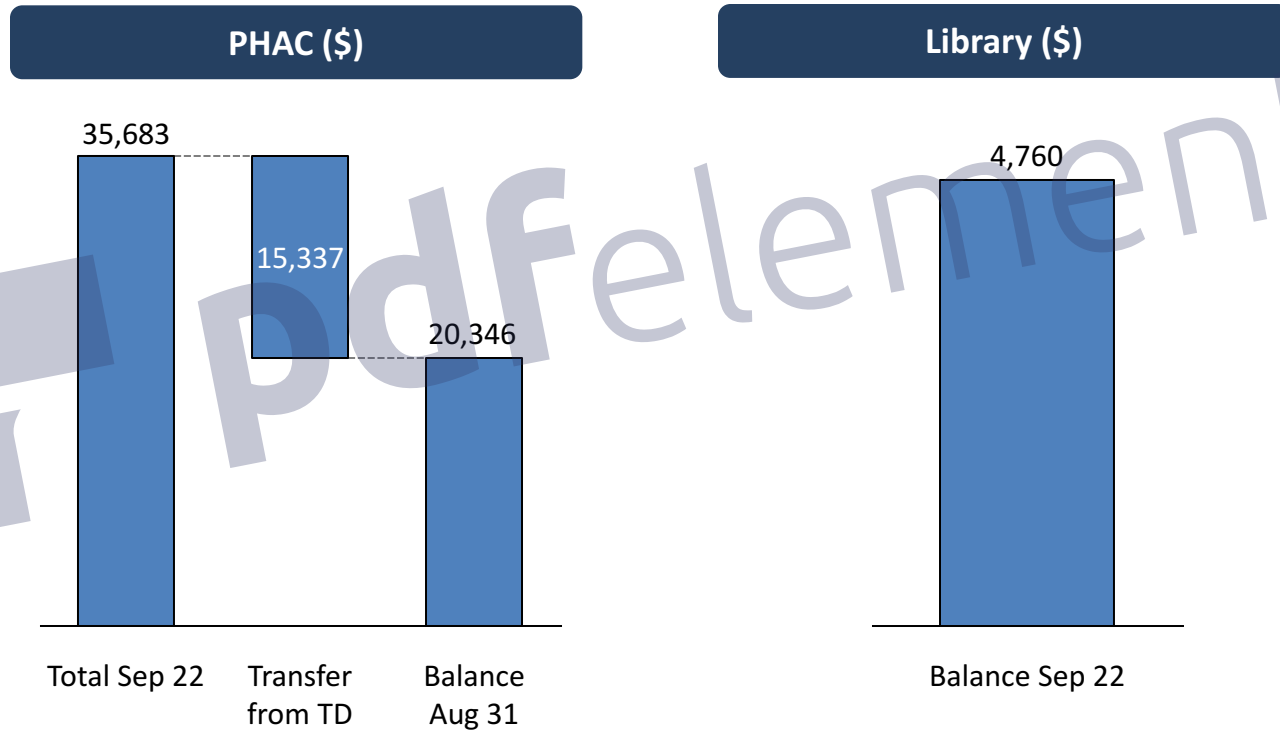
Income Statement (\$)	Budget Jun-16	Proforma Jun-15	Proforma Jun-14	Actual Jun-13	Actual Jun-12	Comments
Revenue	21,620	20,425	25,395	23,535	26,400	
Administration	400	300	300	345	245	Cost Assumptions
Bank Charges	300	100	100	18	26	Bank charges increased due to
Online Donation Setup Fees		1,000				online payments and multiple bank accounts
Bookkeeping / Tax Receipts	1,500	1,500	1,500	254	1,421	
Classroom Grants (includes \$400 per class plus specialty)	8,000	7,200	6,800	6,452	7,515	Grants reflect 9 classrooms plus 12 specialty classes
Additional Classroom Grants	2,005	2,150	6,050	4,862	7,522	\$400 per program
Other Directed Donations	770					
Special Events (Hot Dog night etc.)				1,883		
Earth Day	600	546	600	463	574	
Graduation	2,200	2,081	2,200	2,171	1,872	
PA Meeting Refreshments	100	100	95	119		
September Social	1,525	1,525	750	651	651	Parent social based on 2014 expenditures
Newsletter	1,800	1,791	2,000	1,313	2,060	
Pediculosis Screening	1,400	1,377	2,000	1,000	1,431	
Parent Education	1,000	1,000	1,000	1,511	1,034	
Other Expenses					350	
Total Expense	21,600	20,670	23,395	21,042	24,701	
Net Income	20	(245)	2,000	2,493	1,699	

General Account



Note: \$100 to Tuition Support and \$300 to PHAC for this year plus \$700 and \$25 from prior year; estimated expenses adjusted for cheques already issued and redeemed

Recent Bank Statements



ICS Parents' Association Parent Meeting

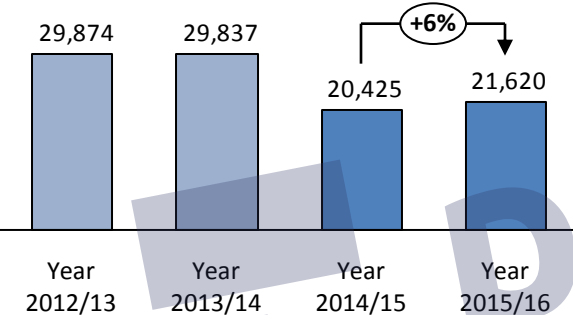
October 26, 2015



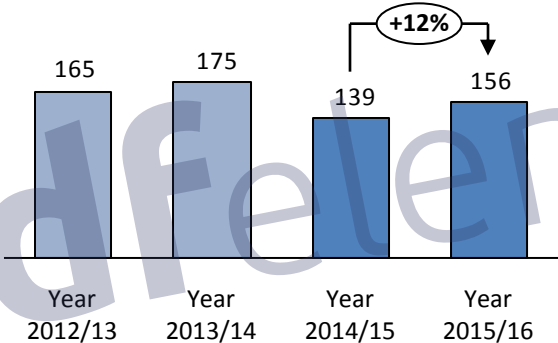
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Summary Financials – Key Metrics

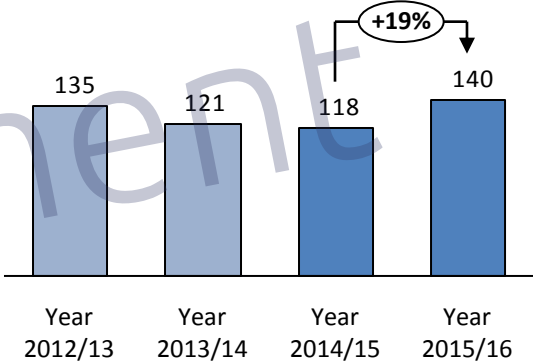
Total Revenue (\$)



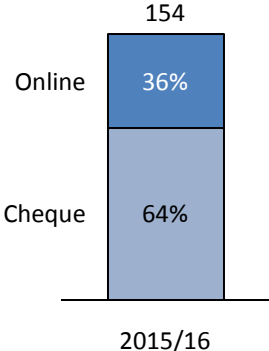
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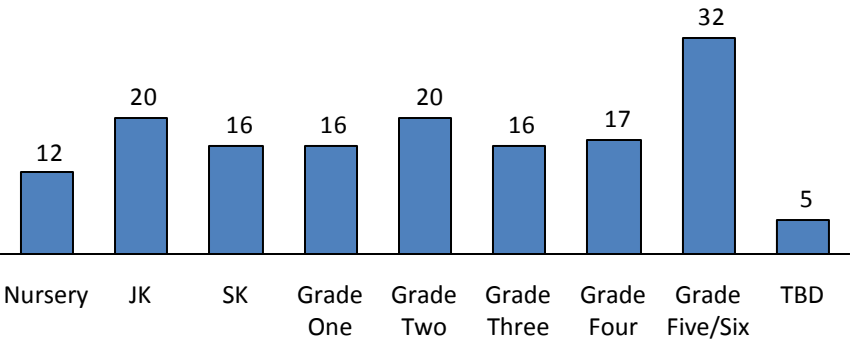
Average Donation (\$)



2015/16 Method of Payment



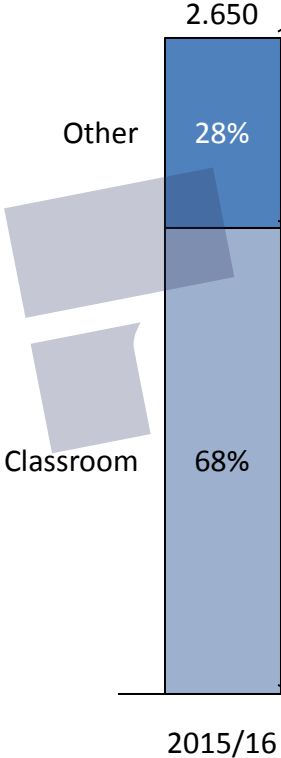
YE 2016 Participation by Class



Note: Years 2012-14 include all funds collected including library and PHAC

Additional Donations - Allocation

Additional Donations (\$)



Additional Allocations

Tuition Support	\$300.00
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Jr. Music	\$25.00
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Sr. Music	\$25.00
Drama	\$125.00
Total	\$770.00

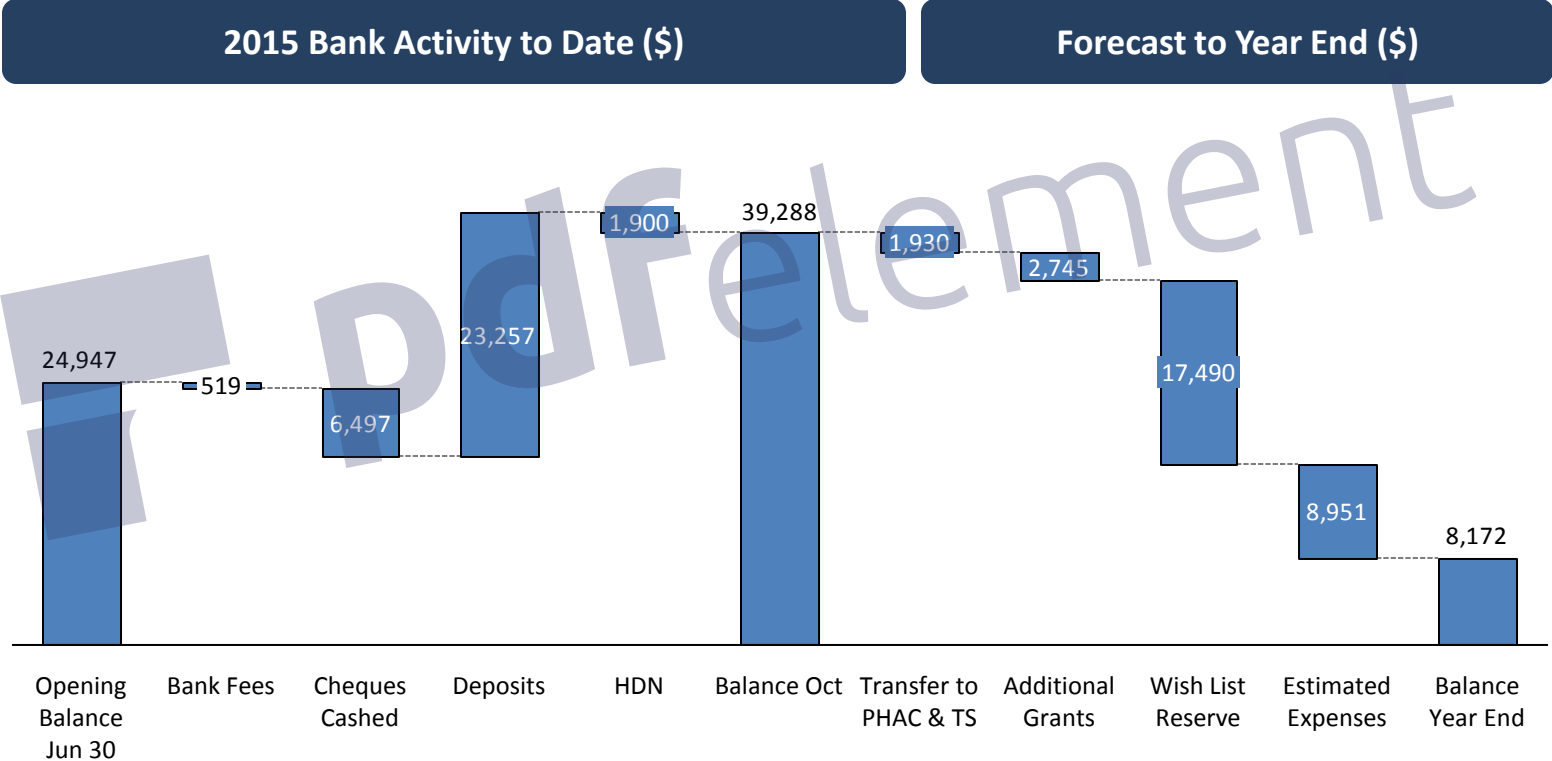
Classroom Allocations

Nursery	\$125.00
JK	\$300.00
SK	\$205.00
Grade One	\$200.00
Grade Two	\$175.00
Grade Three	\$225.00
Grade Four	\$150.00
Grade Five/Six (Ben)	\$50.00
Grade Five/Six (Mike)	\$450.00
Total	\$1,880.00

2015-2016 General Budget

Income Statement (\$)	Budget Jun-16	Proforma Jun-15	Proforma Jun-14	Actual Jun-13	Actual Jun-12	Comments
Revenue	21,620	20,425	25,395	23,535	26,400	
Administration	400	300	300	345	245	Cost Assumptions
Bank Charges	300	100	100	18	26	Bank charges increased due to
Online Donation Setup Fees		1,000				online payments and multiple bank accounts
Bookkeeping / Tax Receipts	1,500	1,500	1,500	254	1,421	
Classroom Grants (includes \$400 per class plus specialty)	8,400	7,200	6,800	6,452	7,515	Grants reflect 9 classrooms plus 12 specialty classes
Additional Classroom Grants	2,005	2,150	6,050	4,862	7,522	\$400 per program
Other Directed Donations	770					
Special Events (Hot Dog night etc.)				1,883		
Earth Day	600	546	600	463	574	
Graduation	2,200	2,081	2,200	2,171	1,872	
PA Meeting Refreshments	100	100	95	119		
September Social	1,525	1,525	750	651	651	Parent social based on 2014 expenditures
Newsletter	1,800	1,791	2,000	1,313	2,060	
Pediculosis Screening	1,400	1,377	2,000	1,000	1,431	
Parent Education	1,000	1,000	1,000	1,511	1,034	
Other Expenses					350	
Total Expense	22,000	20,670	23,395	21,042	24,701	
Net Income	(380)	(245)	2,000	2,493	1,699	

General Account



Note: \$100 to Tuition Support and \$300 to PHAC for this year plus \$700 and \$25 from prior year; estimated expenses adjusted for cheques already issued and redeemed

**ICS Parents' Association
Finance Committee Meeting**

January 2016

Executive Summary

- Financial statements prepared and tax return filed in December 2015
- Wish list amounts disbursed in November 2015; still waiting for receipts for several large technology purchases (music and iPads)
- Tax receipts for cheque donations to be distributed by end of January 2016
- Investigate other options for online donation and move to online only (part of the orientation package); currently all the costs and little of the benefit

Financial Statements June 30 2015

St. George's School's Parents' Association Balance Sheet (\$) As of June 30, 2015

Assets	2015
Scotiabank - Library	4,791.83
Scotiabank - General	24,947.01
Scotiabank - PHAC	20,322.82
TD Term Deposit	15,301.73
	<u>65,363.39</u>
Liabilities	
Accounts Payable	1,500.00
Alumni Association Fund	65.00
	<u>1,565.00</u>
Fund Balances	
Patrick Harvey Fund	18,406.82
Unrestricted	45,391.57
	<u>63,798.39</u>
Liabilities and Funds	<u>65,363.39</u>

St. George's School's Parents' Association Statement of Revenue and Expenditures (\$) For the year ended June 30, 2015

Income	2015
Library Donations	4,859.55
PHAC Donations	1,342.00
General Donations	22,237.31
Booknight Reaffle Sales	1,200.00
Parenting Fees	3,575.00
Interest Income	241.73
	<u>33,455.59</u>
Expenses	
Bookkeeping Expenses	1,500.00
Administration Expenses	2,434.45
Library Expenses	2,042.19
PHAC Expenses	6,196.77
Classroom Expenses	7,715.19
Parent/PA Expenses	2,828.09
General Expenses	7,164.51
	<u>29,881.20</u>
Revenues over expenditures for the year	<u>3,574.39</u>

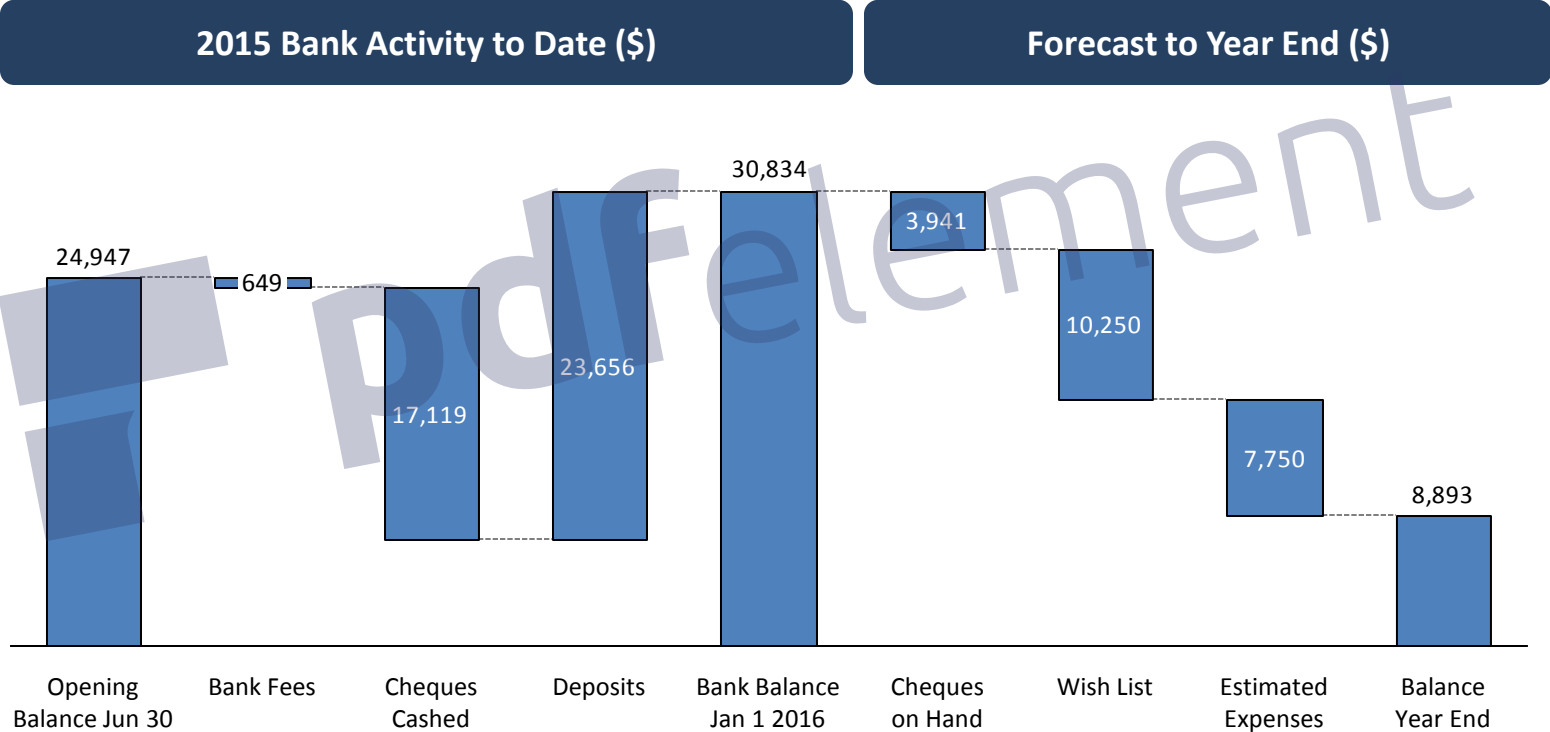
St. George's School's Parents' Association Statement of changes in fund balances (\$) For the year ended June 30, 2015

	Unrestricted	Patrick Harvey Fund	Total
Fund balances - Beginning of year	36,684.00	23,540.00	60,224.00
Revenue over expenditures for the year	8,707.57	(5,133.18)	3,574.39
Fund balances - End of year	<u>45,391.57</u>	<u>18,406.82</u>	<u>63,798.39</u>

Budget Reconciliation

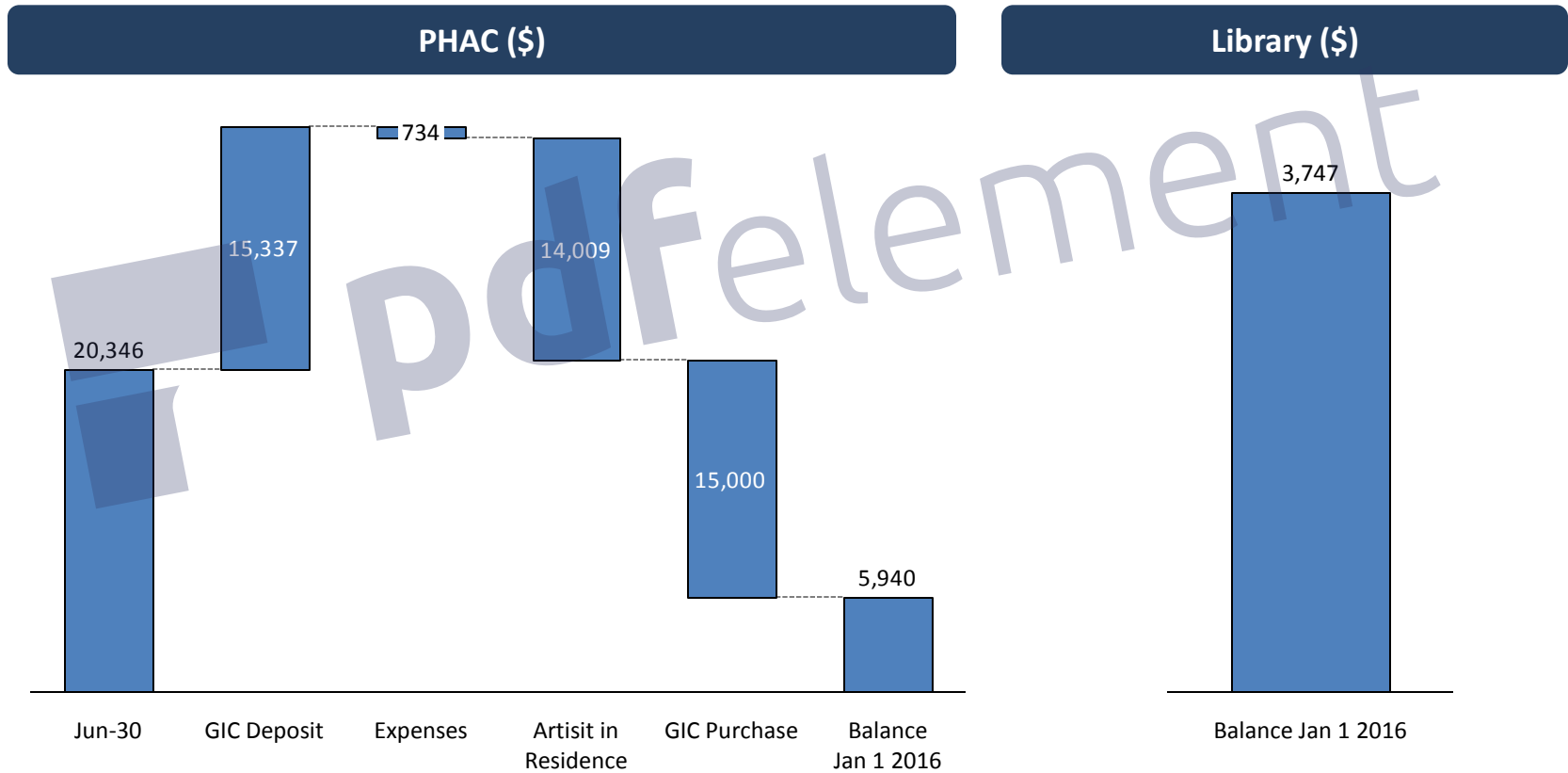
Fiscal Year ending June 30 2016	Actual	Budget	Delta	Notes
Budget Reconciliation (as of Jan 2016)	Jan-16	Jun-16		
Revenue	23,257	21,620	1,637	Includes receipts for HDN, Fees and Donations
Administration		400	(400)	
Bank Charges	206	300	(94)	
Online Donation Setup Fees	443		443	
Bookkeeping / Tax Receipts		1,500	(1,500)	Not billed as of yet
Classroom Grants (includes \$400 per class plus specialty)	6,451	8,400	(1,949)	
Additional Classroom Grants	677	2,005	(1,328)	Funds combined with Wishlist
Wishlist	7,434		7,434	As approved by PA
Other Directed Donations	1,945	770	1,175	Transfer to TS and PHAC
Special Events (Hot Dog night etc.)	492		492	Games Day and HDN Expenses
Earth Day		600	(600)	
Graduation		2,200	(2,200)	
PA Meeting Refreshments	530	100	430	
September Social	1,535	1,525	10	
Newsletter	671	1,800	(1,129)	Partial Year
Pediculosis Screening	479	1,400	(921)	Partial Year
Parent Education		1,000	(1,000)	Partial Year
Other Expenses	359		359	Morley Gift
Total Expense	21,222	22,000	(778)	
Net Income	2,035	(380)	2,415	

General Account



Note: Cheques on hand is for wishlist amounts approved (smart board)

Recent Bank Statements



2015-2016 General Budget

Income Statement (\$)	Budget Jun-16	Proforma Jun-15	Proforma Jun-14	Actual Jun-13	Actual Jun-12	Comments
Revenue	21,620	20,425	25,395	23,535	26,400	
Administration	400	300	300	345	245	Cost Assumptions
Bank Charges	300	100	100	18	26	Bank charges increased due to
Online Donation Setup Fees		1,000				online payments and multiple bank accounts
Bookkeeping / Tax Receipts	1,500	1,500	1,500	254	1,421	
Classroom Grants (includes \$400 per class plus specialty)	8,000	7,200	6,800	6,452	7,515	Grants reflect 9 classrooms plus 12 specialty classes
Additional Classroom Grants	2,005	2,150	6,050	4,862	7,522	\$400 per program
Other Directed Donations	770					
Special Events (Hot Dog night etc.)				1,883		
Earth Day	600	546	600	463	574	
Graduation	2,200	2,081	2,200	2,171	1,872	
PA Meeting Refreshments	100	100	95	119		
September Social	1,525	1,525	750	651	651	Parent social based on 2014 expenditures
Newsletter	1,800	1,791	2,000	1,313	2,060	
Pediculosis Screening	1,400	1,377	2,000	1,000	1,431	
Parent Education	1,000	1,000	1,000	1,511	1,034	
Other Expenses					350	
Total Expense	21,600	20,670	23,395	21,042	24,701	
Net Income	20	(245)	2,000	2,493	1,699	

ICS Parents' Association Finance Committee Meeting

April 2016

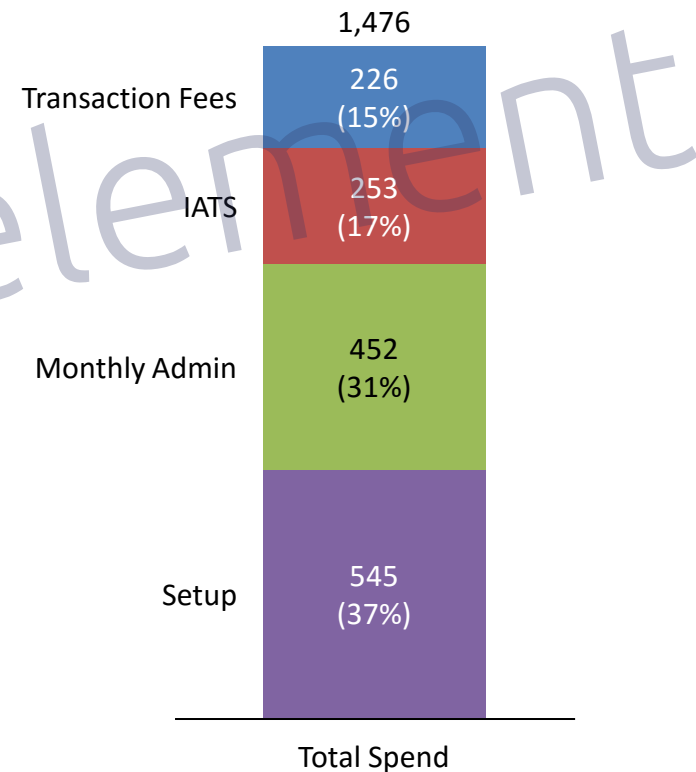
Executive Summary

- Still waiting for receipts for Wishlist iPad purchases (\$7,990 budgeted, estimated to be \$7,066)
- Tax receipts for cheque donations distributed January 2016
- *gifttool*
 - Read-a-thon launched again on *gifttool* however no adoption to date.
 - Patrick Harvie explored the online gift option but opted not to given time delays with *gifttool*

gifttool recap

- gifttool is the interface for online donations. It provides a standard template that links to your website and automatically issues tax receipts
- IATs is payment processing tool that enables credit card payment
- Initial intention was to reduce administration burden and cost versus manual issuance of tax receipts and the cost to mail (postage and stationary)
- Since introduction we have spent \$1476 between setup, monthly fees, tax receipts and payment processing. We have processed 40 donations and 38 pledges.
- We maybe better to move to another service provider (ie CanadaHelps which charges a flat % of donated funds) given low usage (% of transactions), relatively small \$ donations and increased monthly fees.

Summary of Spend (\$)

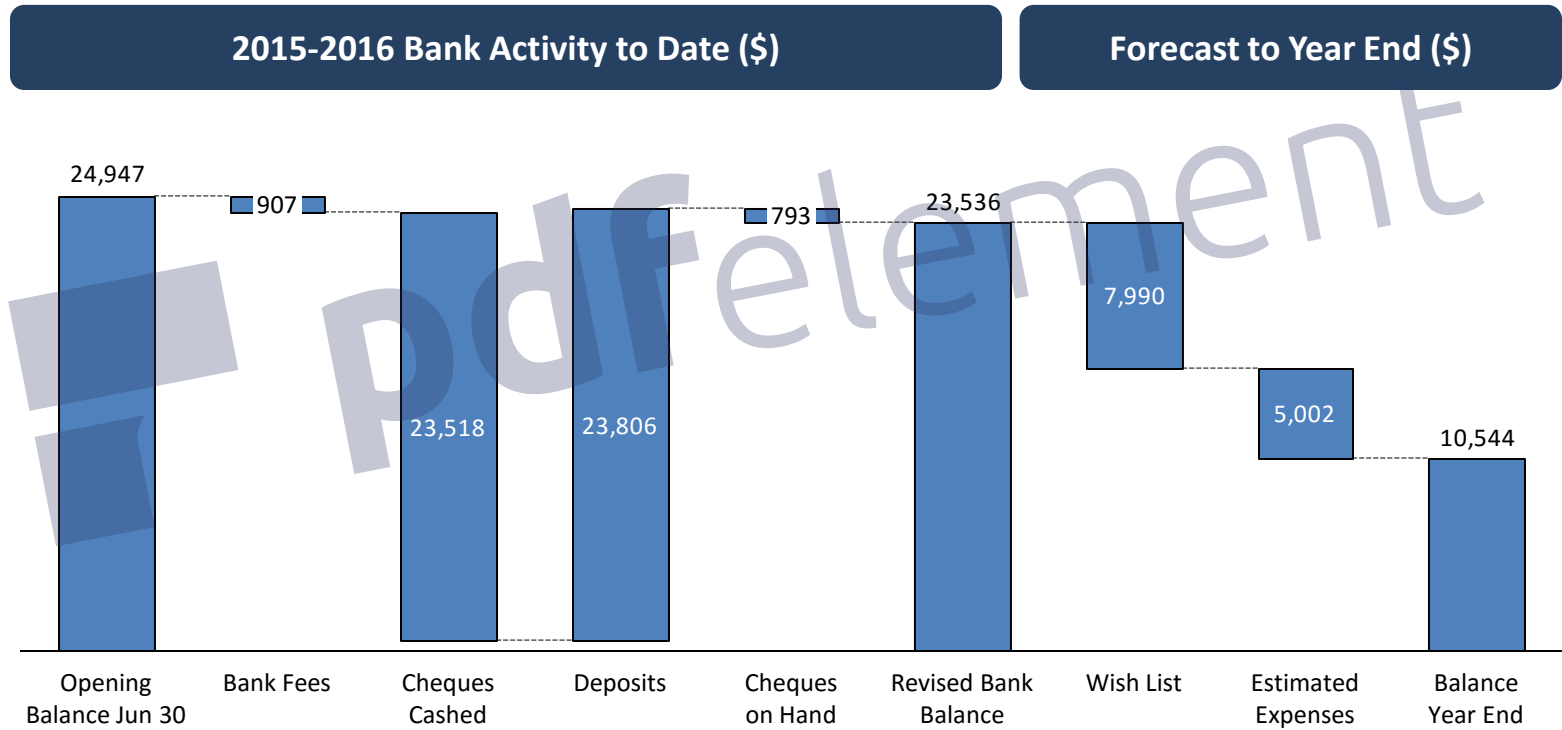


Budget Reconciliation

Jackman ICS Parents Association

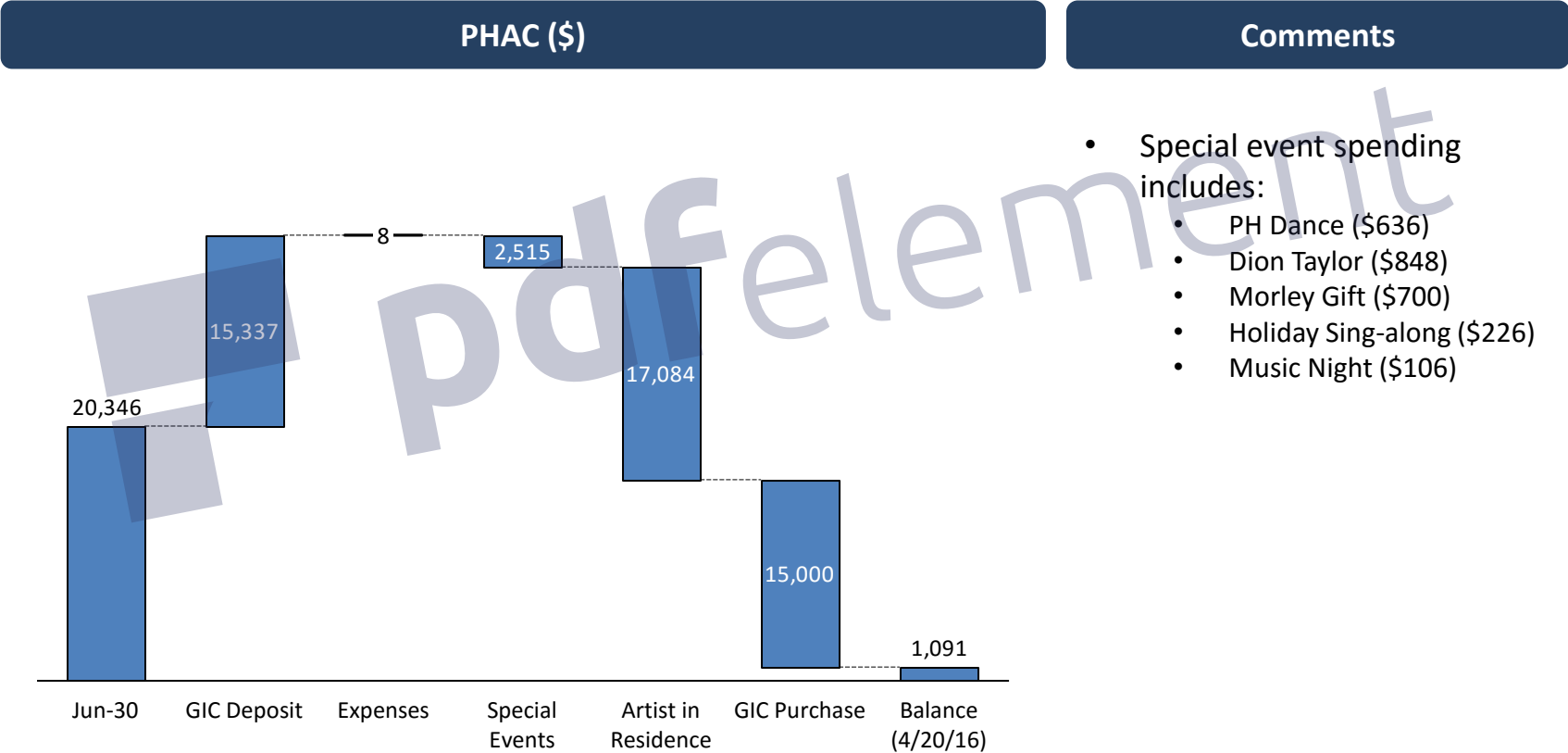
Fiscal Year ending June 30 2016	Actual	Budget	Delta	Notes
Budget Reconciliation (as of Jan 2016)	Apr-16	Jun-16		
Revenue	23,806	21,620	2,186	Includes receipts for HDN, Fees and Donations
Administration	96	400	(304)	
Bank Charges	351	300	51	
Online Donation Setup Fees	556		556	
Bookkeeping / Tax Receipts	1,250	1,500	(250)	
Classroom Grants (includes \$400 per class plus specialty)	6,451	8,400	(1,949)	Additional Funds allocated to Wishlist
Additional Classroom Grants	677	1,455	(778)	Funds combined with Wishlist
Other Directed Donations	1,945	770	1,175	Transfer to TS and PHAC
Special Events (Hot Dog night etc.)	492		492	Games Day and HDN Expenses
Earth Day		600	(600)	
Graduation		2,200	(2,200)	
PA Meeting Refreshments	655	100	555	
September Social	1,535	1,525	10	
Newsletter	671	1,800	(1,129)	Partial Year
Pediculosis Screening	1,381	1,400	(19)	Partial Year
Parent Education	200	1,000	(800)	Partial Year
Other Expenses	359		359	
Total Expense	16,618	21,450	(4,832)	
Net Income	7,188	170	7,018	

General Account



Note: Balances as of April 20, 2016. Cheques on hand includes lice check, parent ed event and hats

Patrick Harvie Statements



Note: PH dance costs cheque in transit

Library Statements

Library (\$)

Library Bank Account

Opening Balance (09/09/15)	1,132.00
Deposits	10,742.07
Service Fees	- 273.31
Cheques	- 8,741.60
Balance (4/20/16)	2,859.16
<u>Cheques in Transit</u>	
Cheque8	- 400.00
Cheque9	- 791.00
Cheque10	- 500.00
Total Available	1,168.16

Read-a-Thon

- April Read-a-Thon launched on gift tool platform
- Currently no pledges registered or donations received online
- Many guest readers scheduled for the month of April – Dan Yashinsky, Kim Kilpatrick Marie Celie Agnant , Barbara Reid and Soyeon Kim