

Administrative Procedure 511 – Appendix A

YEAR END FINANCIAL REPORT – SAMPLE

Below is a sample only, and does not necessarily indicate a desired activity, source or use of School Generated Funds (SGF).

School Name: _____

**School Generated Funds
Source and Application of Revenues/Expenses
Date range September 1, **** to August 31, ******

Bank Name: _____

Fundraising Categories		Account	Opening Balance	Expense	Revenue	Transfers In	Transfers Out	Ending Balance	Narrative of Account	Planned Use of Surplus
	Book Fair	7001	\$5,556.03	\$585.98	\$150.00	\$50.00	\$300.00	\$4,870.05		
	Grocery Cards	7024	-\$6,080.00	\$57,000.00	\$43,985.00	\$30,000.00	\$220.00	\$10,685.00		
	Recycling	7031	\$1,578.02	\$106.43	\$0.00	\$0.00	\$0.00	\$1,471.59		
	School/Sports Clothing	7043	\$909.64	\$0.00	\$42.00	\$80.00	\$20.00	\$1,011.64		
		<i>Subtotal</i>	<i>\$1,963.69</i>	<i>\$57,692.41</i>	<i>\$44,177.00</i>	<i>\$30,130.00</i>	<i>\$540.00</i>	<i>\$18,038.28</i>		
Donations										
	Sobeys Grocery Cards	7045	-\$2,116.00	\$0.00	\$2,116.00	\$0.00	\$0.00	\$0.00		
	Vending Machines	7049	\$7,513.50	\$1,692.74	\$2,728.00	\$0.00	\$0.00	\$8,548.76		
	Walk-A-Thon	7050	\$10,944.87	\$1,183.96	\$0.00	\$2,000.00	\$0.00	\$11,760.91		
		<i>Subtotal</i>	<i>\$16,342.37</i>	<i>\$2,876.70</i>	<i>\$4,844.00</i>	<i>\$2,000.00</i>	<i>\$0.00</i>	<i>\$20,309.67</i>		
		Totals	\$18,306.06	\$60,569.11	\$49,021.00	\$32,130.00	\$540.00	\$38,347.95		

Prepared by: _____
Name

Signature

Principal: _____
Name

Signature

Reference: Section 33,52,53,55,68,137,138,139,140,141,143,197,222 Education Act
Societies Act
Section 3, 5 Trustee Act
Funding Manual for School Authorities
Guide to Education ECS to Grade 12
Policy and Requirements for School Board Planning and Reporting School Authority Planning and Reporting Reference Guide

Approved: March 19, 2014

Amended: March 21, 2018; July 1, 2018; May 19, 2020