



## DIRECTOR'S OFFICE

# Briefing Notes

**Date:** December 9, 2009

**Topic:** SCHOOL'S CSAC ACCOUNT STATUS REPORT FOR THE PERIOD  
SEPTEMBER 1, 2009 TO NOVEMBER 30, 2009

- In order to separate School Block Ministry Grant and Expenditure Budgets from other Revenues and corresponding Expenditures, a CSAC account has been setup in every school. The purpose of the CSAC account is to record non-ministry donated funds and related expenditures. Catholic School Advisory Councils (CSAC) is an entity recognized by the Ministry and that is why a separate account has been setup in every school.
- These status reports are primarily for the information of CSAC chairs, Community and Trustees. The up-to-the minute status of CSAC school accounts is available at each school through the principal.
- The school CSAC forwards funds to TCDSB, through the school principal, for recording in the CSAC account and directs what the funds should be spent on. Some of the expenditures funded by CSAC, in consultation with the school principal, are buses for some extra curriculum events, some school trips, subsidy for playground equipment, subsidy for school yearbook (elementary), etc. All such purchases of goods or services are processed through the school principal and must follow the Board's Purchasing Policy.
- Funds provided by CSAC that are recorded in the Board's CSAC account, are expended based on CSAC instructions in conjunction with the school principal. Any unspent funds at year end, August 31, are carried forward to the next school year.
- Any purchases funded by CSAC would benefit from the GST rebate if processed through the Board's Financial System, i.e. GST at 1.6% instead of GST at 5% (effective January 1, 2008). A letter has been sent to CSAC Chairs regarding the GST rebate. Staff has also communicated this information to the School Principals.
- In September 2006 the Ministry announced funding in the amount of \$500 per school for Parent Involvement. This amount has been provided as a credit to each school's CSAC account, where schools have not yet spent this amount the credit can be seen on the attached report in the YTD Actual column.
- The attached spreadsheet report lists the CSAC account by school as at November 30, 2009 and also includes any balances at year-end August 31, 2009. See Appendix A

- T.C.D.S.B. management staff responded to audit issues and risks identified during the year-end audit by providing school principals, secretaries and CSACs with training sessions and a manual regarding school banking and financial guidelines emphasizing best practices and accounting principles. The manual located on T.C.D.S.B.'s intranet site

([http://intranet/business/iaccounting/Guidelines%20for%20School%20Councils%20\(2\).doc](http://intranet/business/iaccounting/Guidelines%20for%20School%20Councils%20(2).doc))

provides best practices, illustrative generic forms, statements and ledgers. Information sessions were provided at all Principal meetings and during the annual CSAC conference. Management staff will continue to carry out on-site school audits at randomly selected schools to test internal controls, perform financial analyses and provide support and feedback.

- For further information please contact Sandra Pessione, Associate Director of Business Services, Ext.2641