



DIRECTOR'S OFFICE

Briefing Notes

Date: June 2, 2009

Topic: **SCHOOL'S OUTSIDE AGENCY ACCOUNT STATUS REPORT FOR THE PERIOD SEPTEMBER 1, 2008 TO MAY 31, 2009**

- In order to separate School Block Ministry Grant Budgets and Expenditures from other Revenues and corresponding Expenditures, an Outside Agency account has been setup in every school. The purpose of the Outside Agency account is to record non-ministry revenues and donated funds and related expenditures. This Outside Agency Account is not to be confused with the school CSAC Account which is a ministry recognized entity and as such is administered separately.
- These status reports are primarily for the information of the school Community and Trustees. The up-to-the minute status of the Outside Agency school account is available at each school through the principal.
- Revenues deposited into this account are Vending Machine Allocations, donations from individuals and organizations, MTCEF donations, etc. (Some of the expenditures permissible through the Outside Agency Account are: buses for school excursions, additional occasional teacher coverage, Mass expenses, catholic faith formation retreats, rental of equipment for concerts, taxis for student emergencies, etc.) The school principal as per student needs directs expenditures from this account. All expenditures must follow the Board's Purchasing Policy.
- The attached spreadsheet report lists the Outside Agency account by school as at May 31, 2009 and also includes any balances at year-end August 31, 2008.
- For further information please contact Sandra Pessione, Associate Director of Business Services, ext. 2641.