



CALGARY CATHOLIC
SCHOOL DISTRICT

School Council Orientations Sept. 18, 2018

No coffee, No workee.



Breakout Session
Role of the SC Treasurer

Collaboration

- ▶ Work in collaboration with principal and chair to ensure all parameters involving money is diligently followed
- ▶ Ensure transparency with in all aspects of financial transactions

Everything you need to know about being the SC Treasurer

- ▶ Included in Section I Finances and Appendix of the SC Handbook

Budgeting Page

- ▶ Under the leadership of council chair, SC build a budget based on the school Three Year Plan for school improvement and student success and communicate to all parents.



Fiscal Management

- ▶ Treasurer must ensure that appropriate accounting policies and procedures are followed, and
- ▶ The school community must be assured that its money is being handled responsibly

Bank Accounts

- ▶ Only necessary if school council intend to handle money
- ▶ Decision to fundraise and using checklist in Appendix J
- ▶ If a school council is fundraising, the community needs to know ahead of time what the fundraised money will be used for in advance or raising the money
- ▶ Responsibilities

Signing Authorities

- ▶ Two signatures required, one of which needs to be the principal

Financial Reporting

- ▶ Ledger or a computerized accounting program needs to be used to record all financial transactions (refer Appendix exemplars)
- ▶ Accounting is carried out on a regular basis
- ▶ Monthly reports to school council, verbal and written
- ▶ Financial report re the previous year due to Board of Trustees by Sept. 30

Fundraising

- ▶ AP 520 School Community Fundraising Activities
- ▶ Do you need an Education Society

Questions and Comments

