

Administrative Procedure 110 Appendix

School Council Annual Report

_____ School Year

Background Information

- when meetings are held; number of meetings; number of attendees
- make up of the council (classroom and/or grade representatives; school staff, etc.)
- procedures for election and/or appointment to council and the executive committee
- date of last review of by-laws

Executive Committee Members

_____, Chairperson
 _____, Vice Chairperson
 _____, Secretary
 _____, Treasurer
 _____,
 _____,

Alberta Regulation 171/98 – School Act – School Councils Regulation

Duty to report to the board

The chair of a school council must prepare and provide to the board by September 30 of each year a report (2 – 3 pages)

- (a) summarizing the activities of the school council in the school year, and
- (b) including a financial statement relating to money handled by the school council in the school year, if any (excluding funds generated through Parent Advisory Council Society).

A school council must retain at the school a copy of the minutes for each meeting of the school council and make them available to the board on request.

A school council must retain the minutes for each meeting of the school council for at least 7 years and make them available to the board on request.

Statement of Revenue and Expenses

(Name of School Council)

(Date)

	Actual Year	Budget (Year)
<u>Revenues</u>		
Hot Lunch	_____	_____
Family Dance	_____	_____
Total Revenues	_____	_____
<u>Expenses</u>		
Appreciation Gifts	_____	_____
Grade 6 Farewell	_____	_____
Shrove Tuesday	_____	_____
Total Expenses	_____	_____
Surplus (Deficit)	_____	_____

Balance Sheet

(Name of School Council)

As of _____
(Date)

<u>Current Assets</u>		
Bank	_____	
Cash	_____	
Account Receivables	_____	
Other Assets	_____	
Total Assets		_____
<u>Current Liabilities</u>		
Accounts Payable	_____	
Other Liabilities	_____	
<u>Equity</u>		
Accumulated Surplus/Deficit	_____	
Current Surplus/Deficit	_____	
Total Liabilities and Equity		_____

Example 2

Annual Financial Summary

(Name of School Council)

(Date)

Opening Balance*:	_____	A
Income		
Hot Lunch	_____	
Family Dance	_____	
Total Income	_____	B
Expenses		
Appreciation Gifts	_____	
Grade 6 Farewell	_____	
Shrove Tuesday	_____	
Total Expenses	_____	C
 Closing Balance**: $(A+B-C)$	 _____	

() Should match Opening bank balance at September 1*

*(**) Should match Closing bank balance at August 31*