

■ Addendum D – GB Report of Expenditures

TO: School Principals and Center Directors
FROM: Carol Heffernan – Assistant Director General
DATE: October 1, 2015
RE: Governing Board Income Statement 14-15

Please find enclosed the 2014-2015 Governing Board Income Statement and the detailed history of XXX-5-51301-XXX (the budget codes used to pay for your Governing Board expenses). You can use the enclosed statement or copy the numbers on your personalized form without changing the final balance.

Please verify the expenses for the year 2014-2015. You can verify that the *Balance at the end* is equal to the amount available in INFINI at the end of 2014-2015. Important: if there is no annual allotment from the Board in 2014-2015 it is because the 2013-2014 Annual Report was not received by the Legal Department. Moreover, according to Resolution 2012-11-#08 that was passed on November 2012, *any surplus funds as of June 30, 2013 will be returned to the School Board.*

A signed copy of the Statement must be sent to Michelle Roach by November 30th and the Annual Activity Report must be sent to Sabrina Kaley in the Legal Department by the same date (refer to Legal Services for the format if you are not sure of what is requested). Otherwise, the School/Centre will not receive the 2015-2016 Governing Board allocation.

Should you wish to have an Excel copy of the report, please call Florence Fried (30630) or Michelle Roach (30614).

Finally, as a reminder, or if you are a new Principal, please consult the Accounting Manual (G1.1) in SharePoint, for the proper use of the annual allotment and a reminder is always indicated on the e-mail that is sent to the Principal and to the Governing Board Chair once the allotment is voted by the commissioners. **The only revenue must be from the annual allotment.**

GOVERNING BOARD INCOME STATEMENT

School Year _____

SCHOOL / CENTRE NAME: _____

Beginning of the year balance (carry over, if any) _____

RECEIPTS

Annual allotment from the School Board	\$ _____	-
Other amounts received	\$ _____	\$ _____
TOTAL RECEIPTS		\$ _____

DISBURSEMENTS

Meeting expenses	\$ _____	
Supplies and documentation	\$ _____	
Members workshops	\$ _____	
Other expenses	_____	
TOTAL DISBURSEMENTS		\$ _____
Balance		\$ _____

Date: _____ Chairperson Signature: _____

Date: _____ Principal Signature: _____

Note:

It is imperative to retain the written proofs and receipts of expenses.

Please return a signed copy of the **Statement** to the School Board Finance Department by November 30th. The **Annual Activity Report** (Art. 82 of the Education Act) should be forwarded to Legal Services.