

## Interim SGF Reports

Schools are to prepare interim SGF reports and post them on the schools' websites at a minimum of 4 times per year. It is recommended that the reports be prepared at the end of November, February, April, and May. The following is a guide on how to create a SGF report for posting on your school's website:

1. In School Cash Accounting (SCA), run either report #4 or #5.
  - Make sure to check the "Select all" for category umbrellas.
  - Report #4 will prepare a report for all transactions for the year.
  - Report #5 allows you to run a report within a specified date range.
2. Using your SCA report, proceed to fill out the SGF Report template (elementary or secondary) which can be found here:

<https://staffnet.hcdsb.org/C12/School%20Generated%20Funds/default.aspx>

3. Your SCA report will be broken down by category umbrellas, with subtotals. Using the subtotals for each category umbrella, fill in the corresponding line on the template.

**For example:**

From your SCA Report, use the amounts found on the Totals line

<u>Administration Category Umbrellas</u>		Opening Balance	Expense	Revenue	Balance
Admin	3500	\$105.70	\$473.88	\$368.93	
Bank Charges	1502	\$0.00	\$0.00	\$0.00	
Bank Interest	1504	\$0.00	\$0.00	\$0.00	
Fee Recovery	8888	\$0.00	\$0.00	\$0.00	
Over/Under Category	7777	\$0.00	\$0.00	\$20.00	
PST Payable	5304	\$0.00	\$0.00	\$0.00	
Supply Teachers	1230	\$451.20	\$0.00	\$0.00	
<b>Totals</b>		<b>\$556.90</b>	<b>\$473.88</b>	<b>\$388.93</b>	

Input onto the corresponding line in the SGF Report template

	Opening Balance	Revenues	Expenses	Ending Balance
1 YOUR SCHOOL NAME Catholic Secondary School				
2 School Generated Funds				
3 As at REPORTING DATE				
4				
5				
6				
7				
8 Administration	\$ 556.90	\$ 388.93	\$ 473.88	\$ 471.93
9 Athletics				\$ -
10 Clubs and Activity Fees				\$ -
11 Commissions				\$ -
12 Departments				\$ -
13 External Charities				\$ -
14 Field Trips/Excursions				\$ -
15 Fundraising				\$ -
16 Halton Food For Thought				\$ -
17 Other				\$ -
18 School Council				\$ -
19 Special Events				\$ -
20	<b>\$ 556.90</b>	<b>\$ 388.93</b>	<b>\$ 473.88</b>	<b>\$ 471.93</b>
21				

**\*\*\*Please keep in mind that the Revenue and Expense columns on the SCA report compared to the SGF Report template are reversed\*\*\***



**St. Thomas Aquinas Catholic Secondary School  
School Generated Funds  
As at November 30, 2021**

	<b>Opening Balance</b>	<b>Revenues</b>	<b>Expenses</b>	<b>Ending Balance</b>
Administration	\$ 25,347.65	\$ 4,333.72	\$ 7,705.62	\$ 21,975.75
Athletics	\$ 47,304.64	\$ 61,800.68	\$ 34,501.69	\$ 74,603.63
Clubs and Activity Fees	\$ 232,593.28	\$ 36,448.53	\$ 99,192.96	\$ 169,848.85
Commissions	\$ 3,879.07	\$ -	\$ -	\$ 3,879.07
Culture of Life	\$ -	\$ -	\$ -	\$ -
Departments	\$ 26,672.74	\$ 5,334.10	\$ 3,487.94	\$ 28,518.90
External Charities	\$ 3,148.32	\$ 5,476.86	\$ 6,902.90	\$ 1,722.28
Field Trips/Excursions	\$ -	\$ 1,601.97	\$ 1,091.58	\$ 510.39
Fundraising	\$ -	\$ -	\$ -	\$ -
Halton Food For Thought	\$ 3,680.06	\$ 3,290.00	\$ 909.03	\$ 6,061.03
Other	\$ -	\$ -	\$ -	\$ -
School Council	\$ -	\$ -	\$ -	\$ -
Special Events	\$ (8,633.65)	\$ 15,450.91	\$ 37.21	\$ 6,780.05
	<b>\$ 333,992.11</b>	<b>\$ 133,736.77</b>	<b>\$ 153,828.93</b>	<b>\$ 313,899.95</b>