

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	
Totals		\$556.90	\$473.88	\$388.93	

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	\$ 471.98
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	\$ 556.90	\$ 388.93	\$ 473.88	\$ 471.98
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 May 10, 2022**

	Opening Balance	Revenues	Expenses	Ending Balance
Administration	\$ 18,750.25	\$ 4,663.49	\$ 1,913.38	\$ 21,500.36
Athletics	\$ 66,362.19	\$ 18,191.99	\$ 32,615.74	\$ 51,938.44
Clubs and Activity Fees	\$ 162,020.26	\$ 83,396.74	\$ 7,352.08	\$ 238,064.92
Commissions	\$ 3,879.07	\$ -	\$ -	\$ 3,879.07
Culture of Life	\$ -	\$ -	\$ -	\$ -
Departments	\$ 25,999.36	\$ 5,019.32	\$ 839.63	\$ 30,179.05
External Charities	\$ 1,718.10	\$ 4,062.80	\$ 2,256.25	\$ 3,524.65
Field Trips/Excursions	\$ 510.39	\$ -	\$ -	\$ 510.39
Fundraising	\$ -	\$ -	\$ -	\$ -
Halton Food For Thought	\$ 7,636.82	\$ 4,400.00	\$ 1,906.78	\$ 10,130.04
Other	\$ 2,803.30	\$ 164.90	\$ -	\$ 2,968.20
School Council	\$ -	\$ -	\$ -	\$ -
Special Events	\$ 21,168.85	\$ 26,037.00	\$ 1,376.47	\$ 45,829.38
	\$ 310,848.59	\$ 145,936.24	\$ 48,260.33	\$ 408,524.50