Maintaining Catholic School Parent Council (CSPC) Documents

The CSPC Binder

Parent.Engagement@tcdsb.org

MAINTAINING CSPC DOCUMENTS

Every CSPC is required to keep CSPC document at the school as per the policy Catholic School Parent Councils | S.10 | TCDSB Policy Regulation 21

Catholic School Parent Councils shall take minutes of all its meetings and keep records of all its financial transactions.

> *i) The principal will retain these minutes and records for a minimum period of seven years and will make them available at the school for examination without charge to any person.*
>
> *ii) Approved minutes and financial statements shall be shared with the school community.*

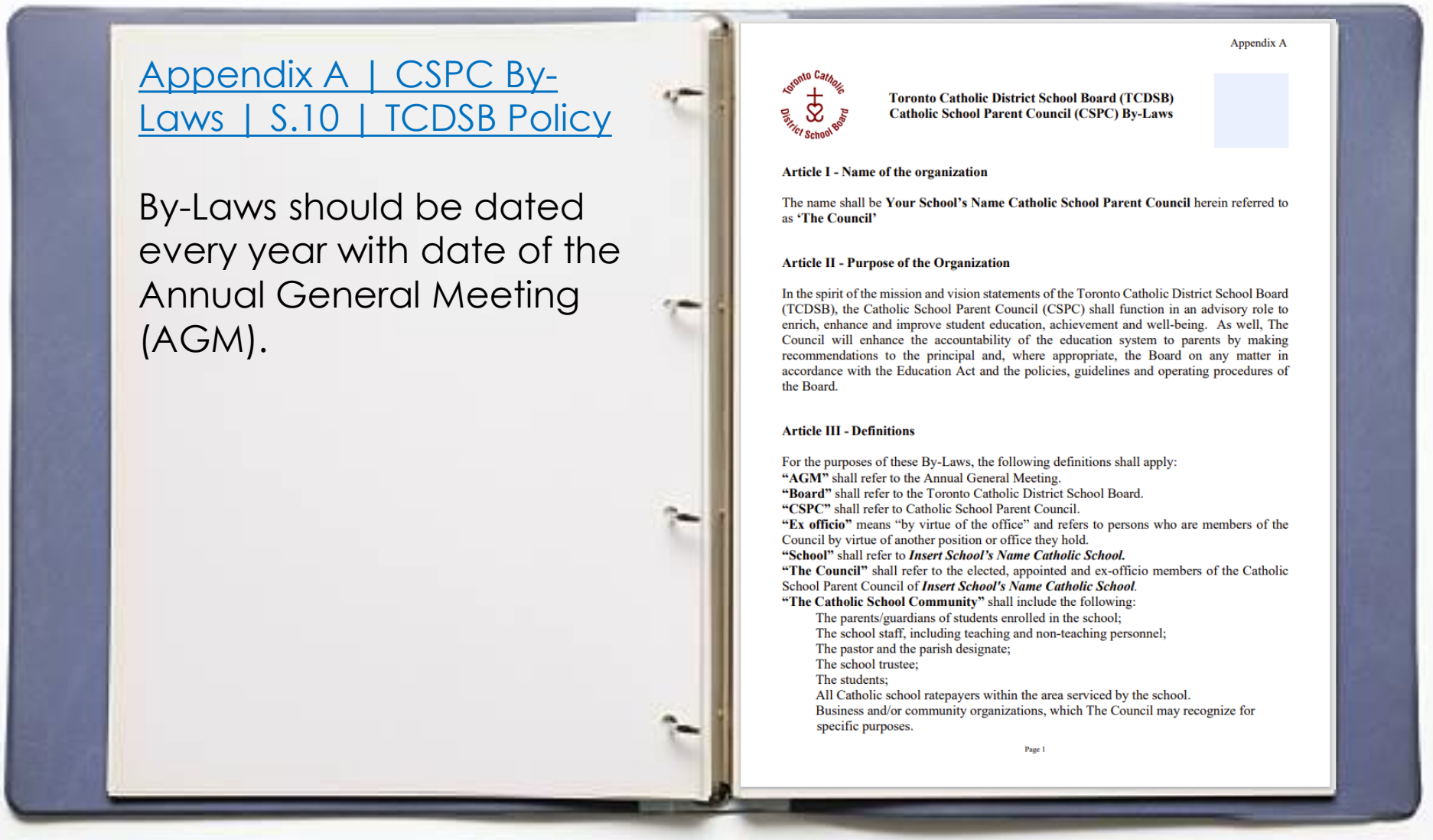
This should be done to maintain transparency and accessibility of information for the school community. And provide a transfer of information for the school's future CSPC and Administration.

The following is an example of a CSPC binder and documents to maintain.

CSPC BY-LAWS – APPENDIX A

[Appendix A | CSPC By-Laws | S.10 | TCDSB Policy]

By-Laws should be dated every year with date of the Annual General Meeting (AGM).



Appendix A

Toronto Catholic District School Board (TCDSB)
Catholic School Parent Council (CSPC) By-Laws

Article I - Name of the organization

The name shall be **Your School's Name Catholic School Parent Council** herein referred to as **'The Council'**

Article II - Purpose of the Organization

In the spirit of the mission and vision statements of the Toronto Catholic District School Board (TCDSB), the Catholic School Parent Council (CSPC) shall function in an advisory role to enrich, enhance and improve student education, achievement and well-being. As well, The Council will enhance the accountability of the education system to parents by making recommendations to the principal and, where appropriate, the Board on any matter in accordance with the Education Act and the policies, guidelines and operating procedures of the Board.

Article III - Definitions

For the purposes of these By-Laws, the following definitions shall apply:
"AGM" shall refer to the Annual General Meeting.
"Board" shall refer to the Toronto Catholic District School Board.
"CSPC" shall refer to Catholic School Parent Council.
"Ex officio" means "by virtue of the office" and refers to persons who are members of the Council by virtue of another position or office they hold.
"School" shall refer to ***Insert School's Name Catholic School.***
"The Council" shall refer to the elected, appointed and ex-officio members of the Catholic School Parent Council of ***Insert School's Name Catholic School***.
"The Catholic School Community" shall include the following:

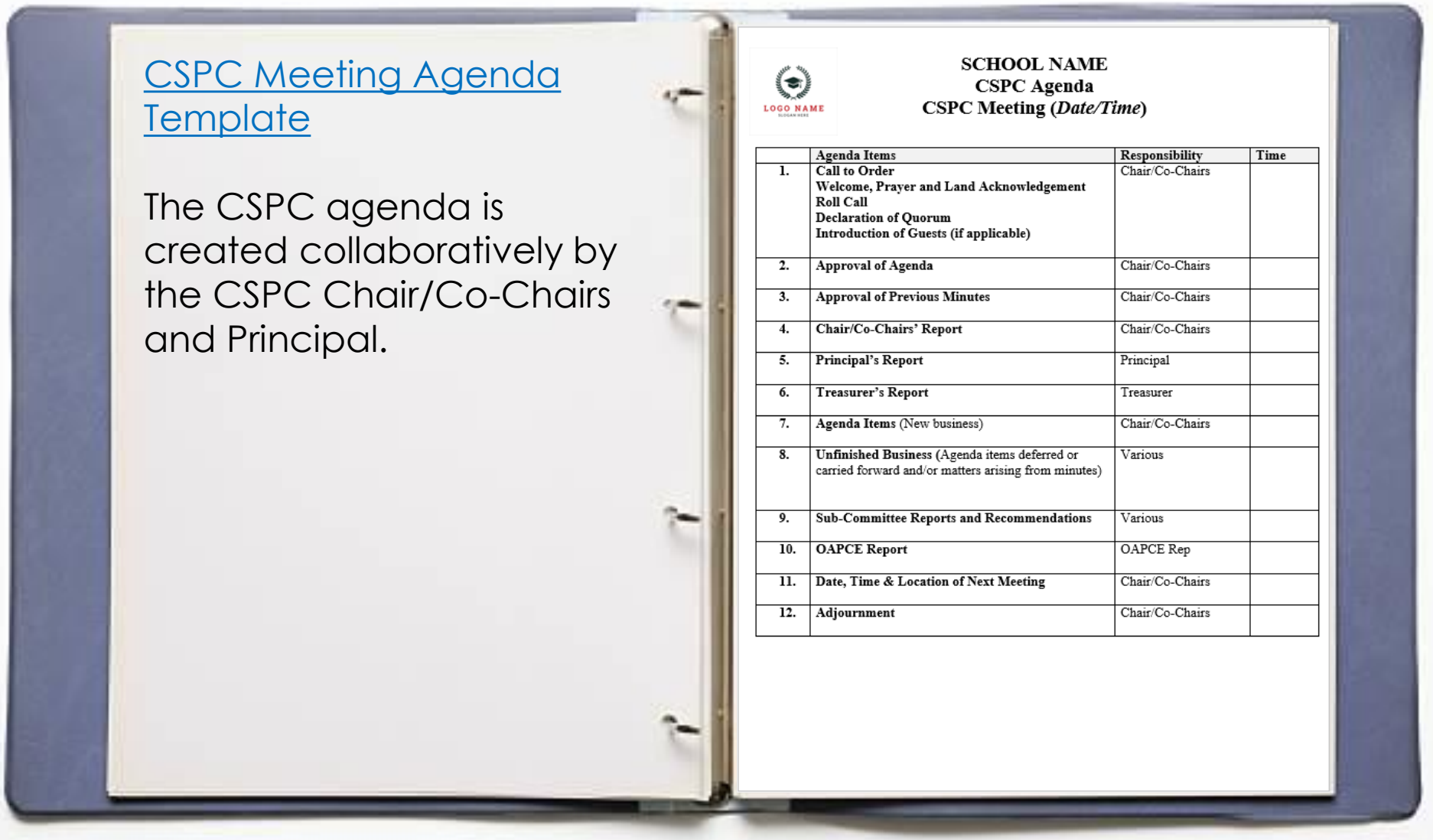
- The parents/guardians of students enrolled in the school;
- The school staff, including teaching and non-teaching personnel;
- The pastor and the parish designate;
- The school trustee;
- The students;
- All Catholic school ratepayers within the area serviced by the school.
- Business and/or community organizations, which The Council may recognize for specific purposes.

Page 1

MEETING AGENDAS

[CSPC Meeting Agenda Template]

The CSPC agenda is created collaboratively by the CSPC Chair/Co-Chairs and Principal.



LOGO NAME

SCHOOL NAME
CSPC Agenda
CSPC Meeting (*Date/Time*)

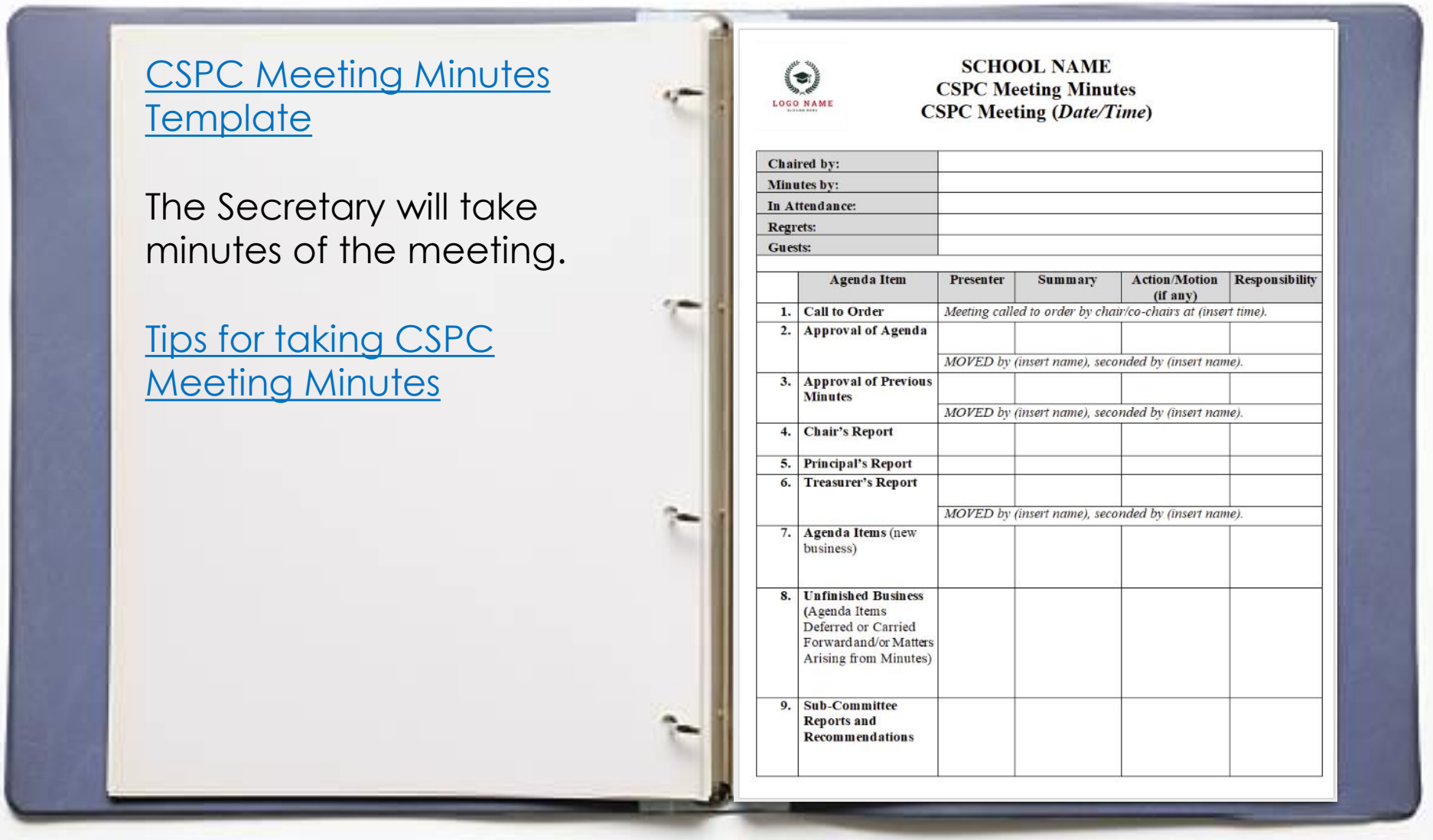
	Agenda Items	Responsibility	Time
1.	**Call to Order** **Welcome, Prayer and Land Acknowledgement** **Roll Call** **Declaration of Quorum** **Introduction of Guests (if applicable)**	Chair/Co-Chairs	
2.	**Approval of Agenda**	Chair/Co-Chairs	
3.	**Approval of Previous Minutes**	Chair/Co-Chairs	
4.	**Chair/Co-Chairs' Report**	Chair/Co-Chairs	
5.	**Principal's Report**	Principal	
6.	**Treasurer's Report**	Treasurer	
7.	**Agenda Items** (New business)	Chair/Co-Chairs	
8.	**Unfinished Business** (Agenda items deferred or carried forward and/or matters arising from minutes)	Various	
9.	**Sub-Committee Reports and Recommendations**	Various	
10.	**OAPCE Report**	OAPCE Rep	
11.	**Date, Time & Location of Next Meeting**	Chair/Co-Chairs	
12.	**Adjournment**	Chair/Co-Chairs	

MEETING MINUTES

[CSPC Meeting Minutes Template]

The Secretary will take minutes of the meeting.

[Tips for taking CSPC Meeting Minutes]



LOGO NAME

SCHOOL NAME
CSPC Meeting Minutes
CSPC Meeting (*Date/Time*)

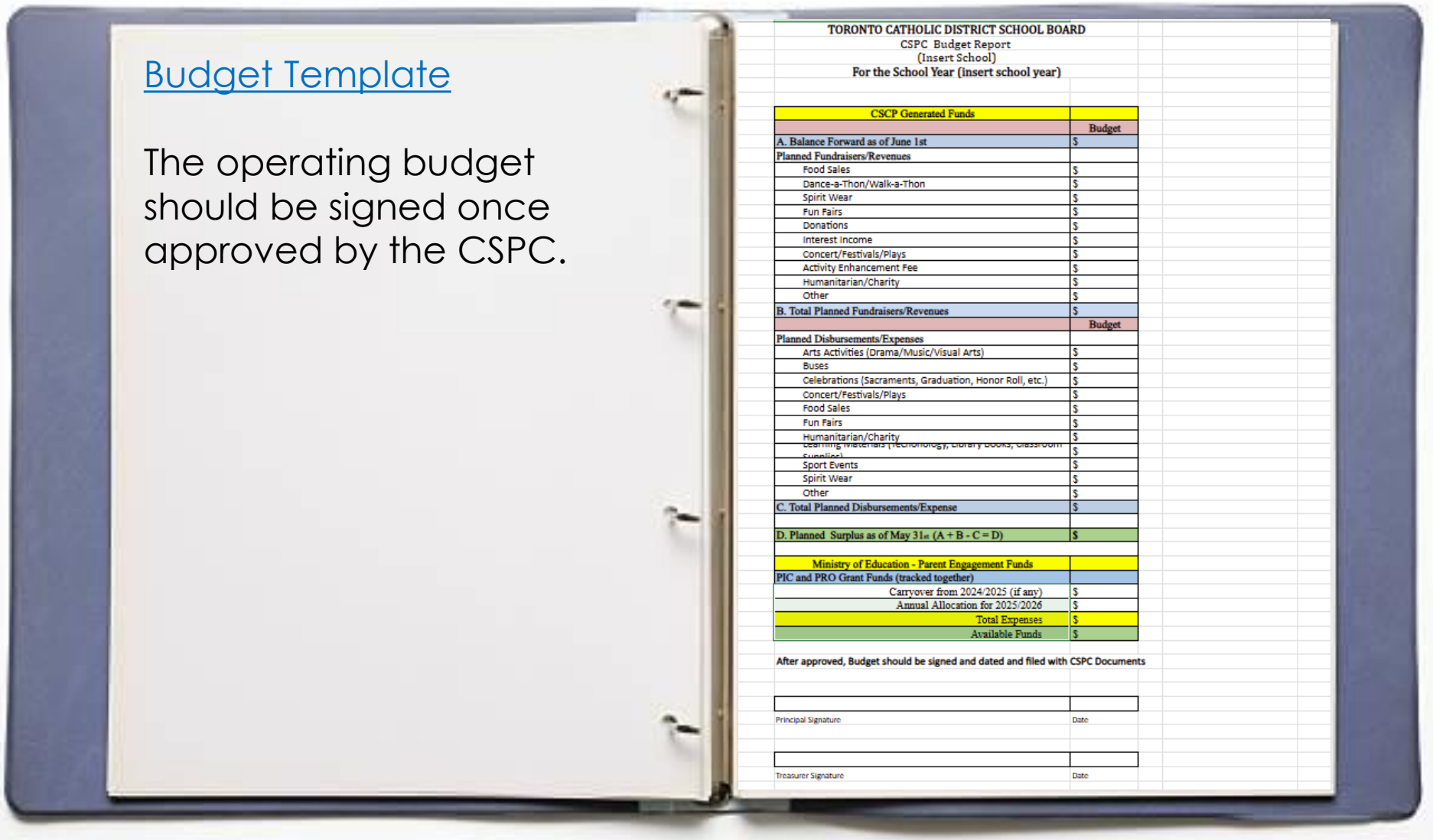
Chaired by:	
Minutes by:	
In Attendance:	
Regrets:	
Guests:	

	Agenda Item	Presenter	Summary	Action/Motion (if any)	Responsibility
1.	**Call to Order**	*Meeting called to order by chair/co-chairs at (insert time).*			
2.	**Approval of Agenda**				
		MOVED by (insert name), seconded by (insert name).			
3.	**Approval of Previous Minutes**				
		MOVED by (insert name), seconded by (insert name).			
4.	**Chair's Report**				
5.	**Principal's Report**				
6.	**Treasurer's Report**				
		MOVED by (insert name), seconded by (insert name).			
7.	**Agenda Items** (new business)				
8.	**Unfinished Business** (Agenda Items Deferred or Carried Forward and/or Matters Arising from Minutes)				
9.	**Sub-Committee Reports and Recommendations**				

FINANCIALS – OPERATING BUDGET

Budget Template

The operating budget should be signed once approved by the CSPC.



TORONTO CATHOLIC DISTRICT SCHOOL BOARD
CSPC Budget Report
(Insert School)
For the School Year (insert school year)

CSCP Generated Funds	
	Budget
A. Balance Forward as of June 1st	$
Planned Fundraisers/Revenues	
Food Sales	$
Dance-a-Thon/Walk-a-Thon	$
Spirit Wear	$
Fun Fairs	$
Donations	$
Interest Income	$
Concert/Festivals/Plays	$
Activity Enhancement Fee	$
Humanitarian/Charity	$
Other	$
B. Total Planned Fundraisers/Revenues	$
	Budget
Planned Disbursements/Expenses	
Arts Activities (Drama/Music/Visual Arts)	$
Buses	$
Celebrations (Sacraments, Graduation, Honor Roll, etc.)	$
Concert/Festivals/Plays	$
Food Sales	$
Fun Fairs	$
Humanitarian/Charity	$
Learning Materials (Technology, Library Books, Classroom Supplies)	$
Sport Events	$
Spirit Wear	$
Other	$
C. Total Planned Disbursements/Expense	$
D. Planned Surplus as of May 31st (A + B - C = D)	$

Ministry of Education - Parent Engagement Funds	
PIC and PRO Grant Funds (tracked together)	
Carryover from 2024/2025 (if any)	$
Annual Allocation for 2025/2026	$
Total Expenses	$
Available Funds	$

After approved, Budget should be signed and dated and filed with CSPC Documents

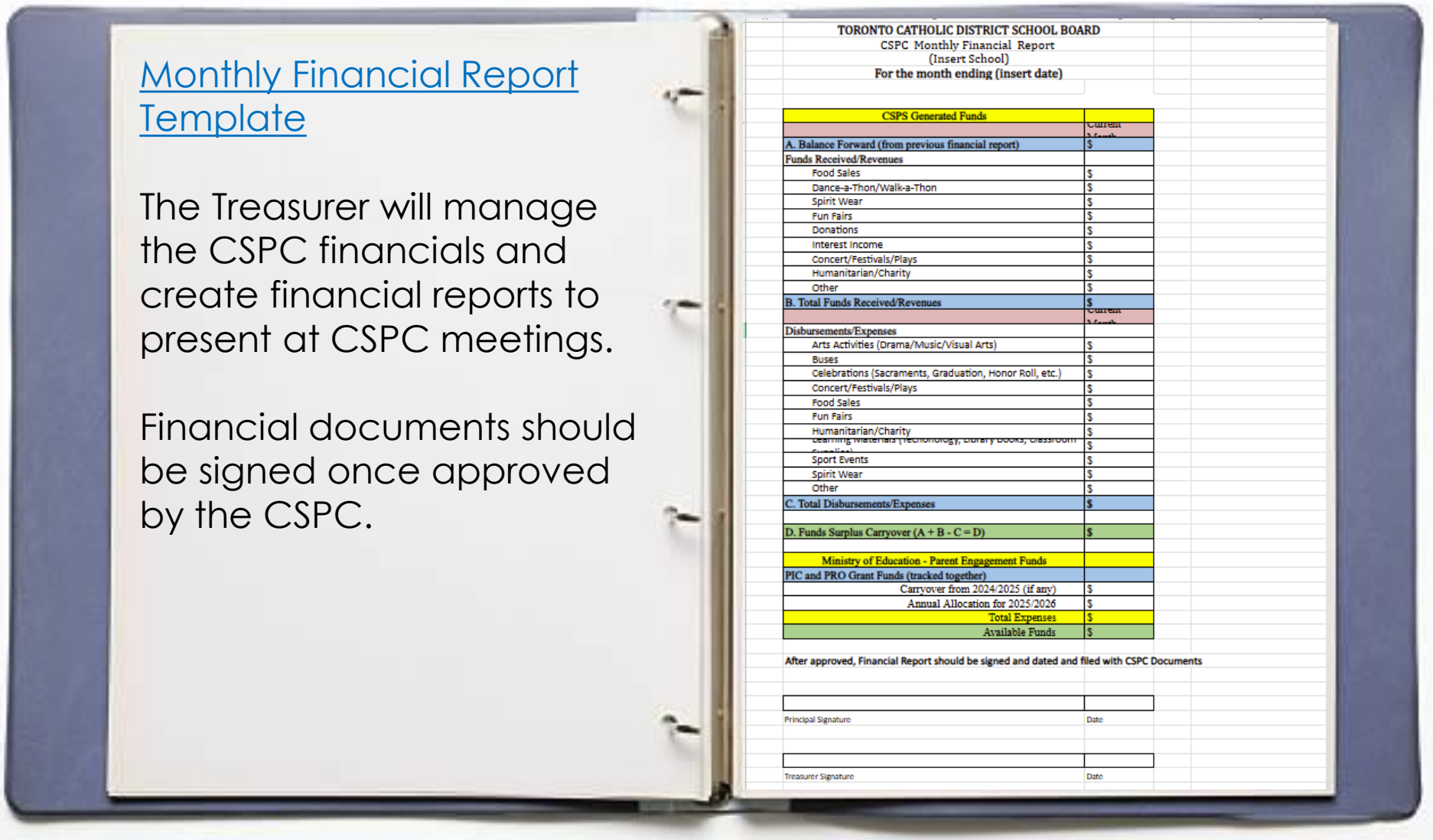
Principal Signature	Date
Treasurer Signature	Date

FINANCIALS – MONTHLY REPORTS

[Monthly Financial Report Template]

The Treasurer will manage the CSPC financials and create financial reports to present at CSPC meetings.

Financial documents should be signed once approved by the CSPC.



TORONTO CATHOLIC DISTRICT SCHOOL BOARD
CSPC Monthly Financial Report
(Insert School)
For the month ending (insert date)

CSPS Generated Funds	
	Current Month
A. Balance Forward (from previous financial report)	$
Funds Received/Revenues	
Food Sales	$
Dance-a-Thon/Walk-a-Thon	$
Spirit Wear	$
Fun Fairs	$
Donations	$
Interest Income	$
Concert/Festivals/Plays	$
Humanitarian/Charity	$
Other	$
B. Total Funds Received/Revenues	$
	Current Month
Disbursements/Expenses	
Arts Activities (Drama/Music/Visual Arts)	$
Buses	$
Celebrations (Sacraments, Graduation, Honor Roll, etc.)	$
Concert/Festivals/Plays	$
Food Sales	$
Fun Fairs	$
Humanitarian/Charity	$
Learning Materials (Technology, Library Books, Classroom Supplies)	$
Sport Events	$
Spirit Wear	$
Other	$
C. Total Disbursements/Expenses	$
D. Funds Surplus Carryover (A + B - C = D)	$
Ministry of Education - Parent Engagement Funds	
PIC and PRO Grant Funds (tracked together)	
Carryover from 2024/2025 (if any)	$
Annual Allocation for 2025/2026	$
Total Expenses	$
Available Funds	$

After approved, Financial Report should be signed and dated and filed with CSPC Documents

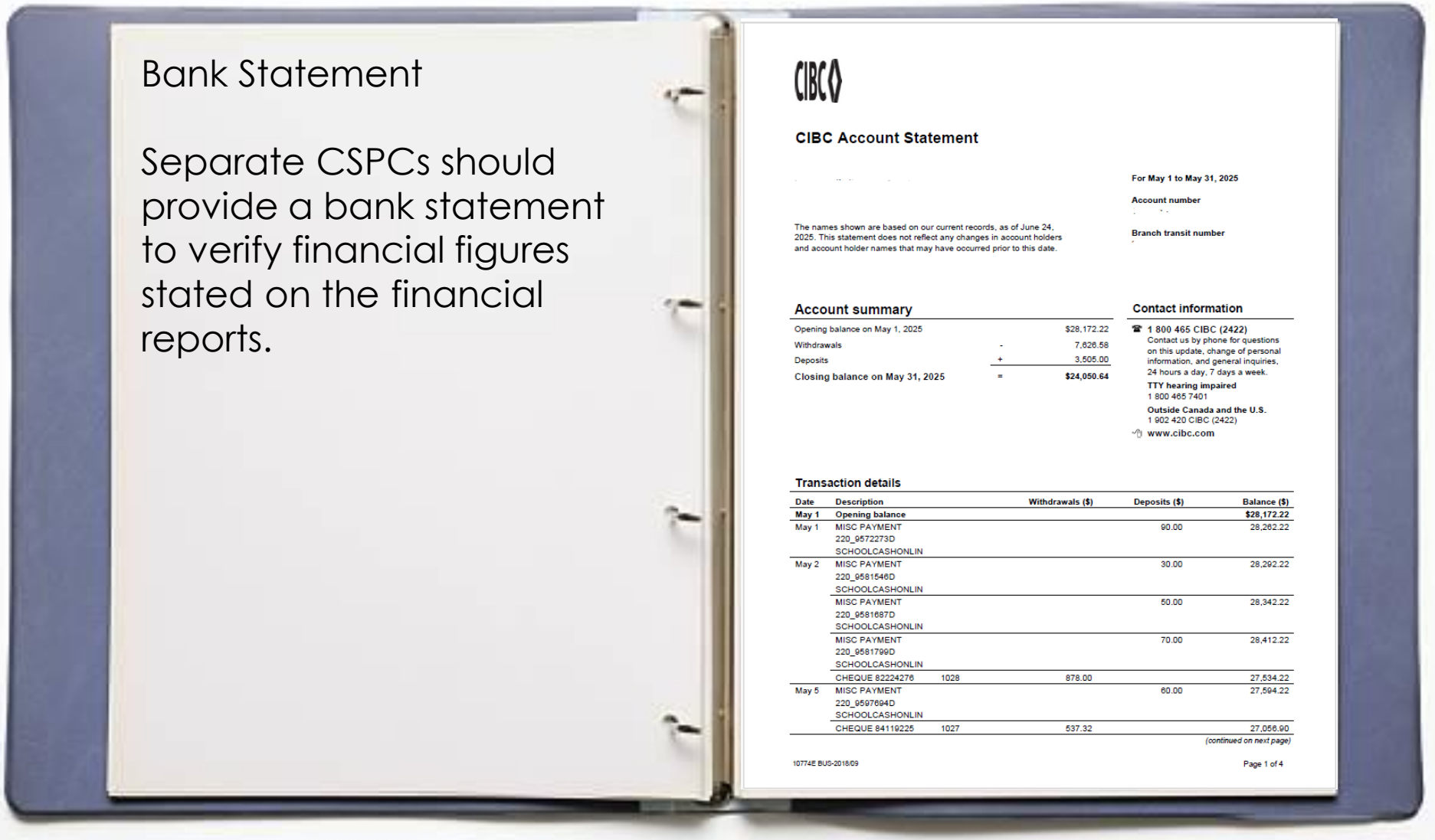
Principal Signature — Date

Treasurer Signature — Date

BANK STATEMENT (SEPARATE CSPC ACCOUNT)

Bank Statement

Separate CSPCs should provide a bank statement to verify financial figures stated on the financial reports.



CIBC

CIBC Account Statement

For May 1 to May 31, 2025

Account number

Branch transit number

The names shown are based on our current records, as of June 24, 2025. This statement does not reflect any changes in account holders and account holder names that may have occurred prior to this date.

Account summary

Opening balance on May 1, 2025		$28,172.22
Withdrawals	-	7,626.58
Deposits	+	3,505.00
Closing balance on May 31, 2025	=	**$24,050.64**

Contact information

☎ **1 800 465 CIBC (2422)**
Contact us by phone for questions on this update, change of personal information, and general inquiries, 24 hours a day, 7 days a week.

TTY hearing impaired
1 800 465 7401

Outside Canada and the U.S.
1 902 420 CIBC (2422)

www.cibc.com

Transaction details

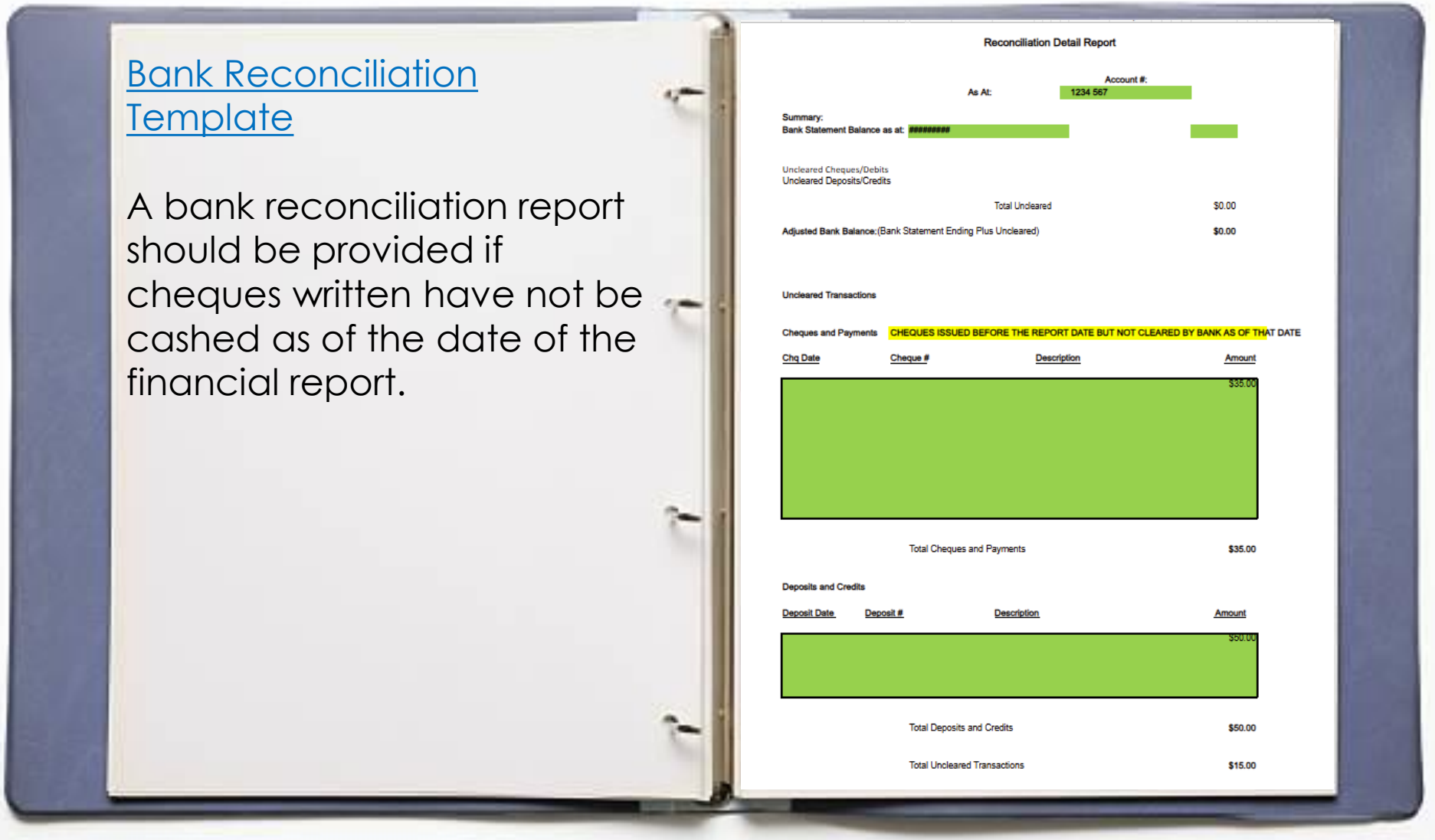
Date	Description		Withdrawals ($)	Deposits ($)	Balance ($)
May 1	**Opening balance**				**$28,172.22**
May 1	MISC PAYMENT 220_9572273D SCHOOLCASHONLIN			90.00	28,262.22
May 2	MISC PAYMENT 220_9581546D SCHOOLCASHONLIN			30.00	28,292.22
	MISC PAYMENT 220_9581687D SCHOOLCASHONLIN			50.00	28,342.22
	MISC PAYMENT 220_9581799D SCHOOLCASHONLIN			70.00	28,412.22
	CHEQUE 82224276	1028	878.00		27,534.22
May 5	MISC PAYMENT 220_9597694D SCHOOLCASHONLIN			60.00	27,594.22
	CHEQUE 84119225	1027	537.32		27,056.90

(continued on next page)

RECONCILIATION REPORT (SEPARATE CSPC ACCOUNT)

[Bank Reconciliation Template]

A bank reconciliation report should be provided if cheques written have not be cashed as of the date of the financial report.



Reconciliation Detail Report

Account #:
As At: 1234 567

Summary:
Bank Statement Balance as at: ########

Uncleared Cheques/Debits
Uncleared Deposits/Credits

Total Uncleared $0.00

Adjusted Bank Balance:(Bank Statement Ending Plus Uncleared) **$0.00**

Uncleared Transactions

Cheques and Payments CHEQUES ISSUED BEFORE THE REPORT DATE BUT NOT CLEARED BY BANK AS OF THAT DATE

Chq Date	Cheque #	Description	Amount
			$35.00

Total Cheques and Payments $35.00

Deposits and Credits

Deposit Date	Deposit #	Description	Amount
			$50.00

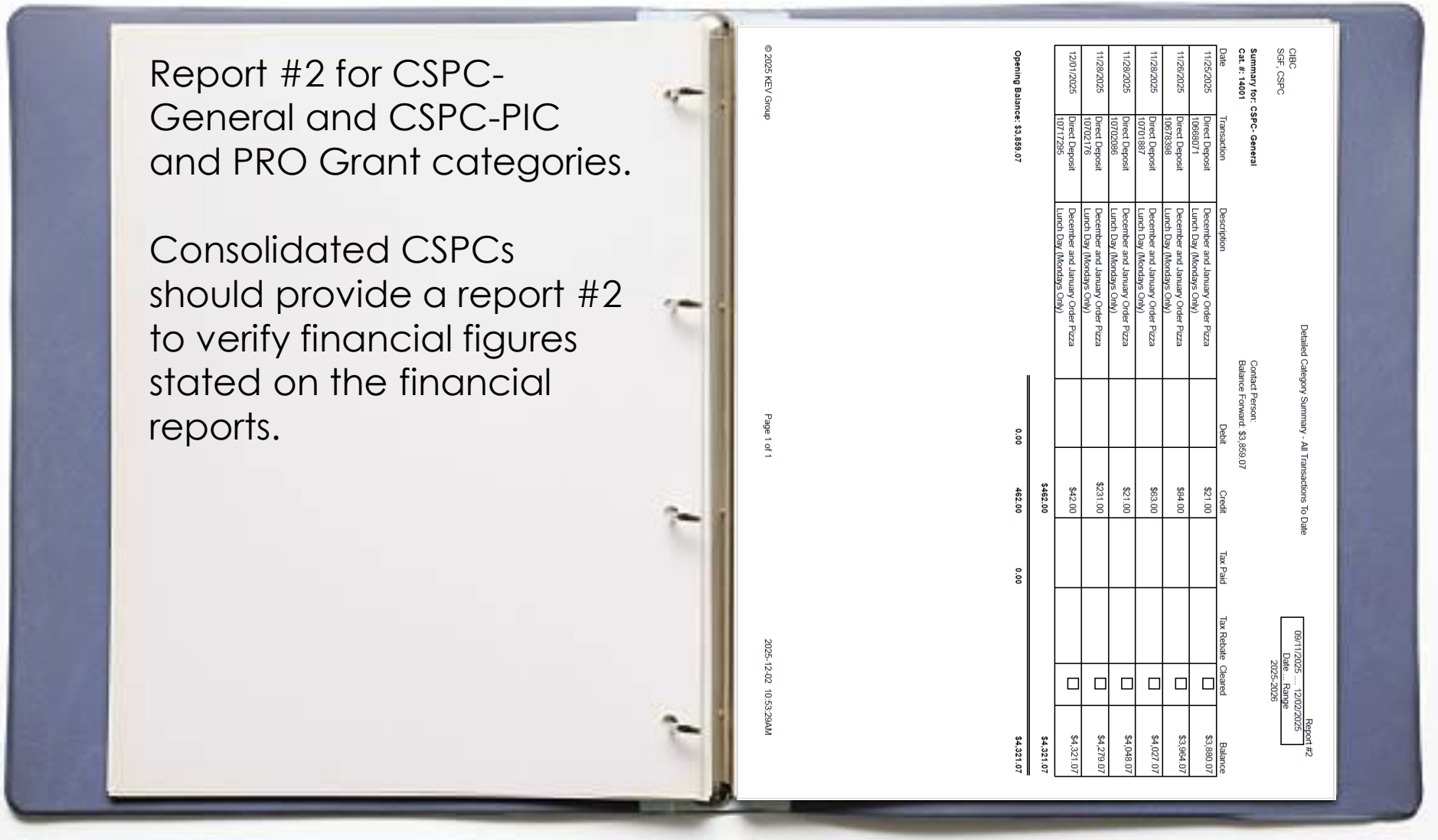
Total Deposits and Credits $50.00

Total Uncleared Transactions $15.00

REPORT #2 (CONSOLIDATED CSPC ACCOUNT)

Report #2 for CSPC-General and CSPC-PIC and PRO Grant categories.

Consolidated CSPCs should provide a report #2 to verify financial figures stated on the financial reports.



CIBC
SGF, CSPC

Detailed Category Summary - All Transactions To Date

Report #2
09/11/2025 ... 12/02/2025
Date ... Range
2025-2026

Summary for: CSPC- General
Cat. #: 14001

Contact Person:
Balance Forward: $3,859.07

Date	Transaction	Description	Debit	Credit	Tax Paid	Tax Rebate	Cleared	Balance
11/25/2025	Direct Deposit 10669071	December and January Order Pizza Lunch Day (Mondays Only)		$21.00			☐	$3,880.07
11/26/2025	Direct Deposit 10678398	December and January Order Pizza Lunch Day (Mondays Only)		$84.00			☐	$3,964.07
11/28/2025	Direct Deposit 10701897	December and January Order Pizza Lunch Day (Mondays Only)		$63.00			☐	$4,027.07
11/28/2025	Direct Deposit 10702086	December and January Order Pizza Lunch Day (Mondays Only)		$21.00			☐	$4,048.07
11/28/2025	Direct Deposit 10702176	December and January Order Pizza Lunch Day (Mondays Only)		$231.00			☐	$4,279.07
12/01/2025	Direct Deposit 10717295	December and January Order Pizza Lunch Day (Mondays Only)		$42.00			☐	$4,321.07
				$462.00				$4,321.07

Opening Balance: $3,859.07

0.00 462.00 0.00 $4,321.07

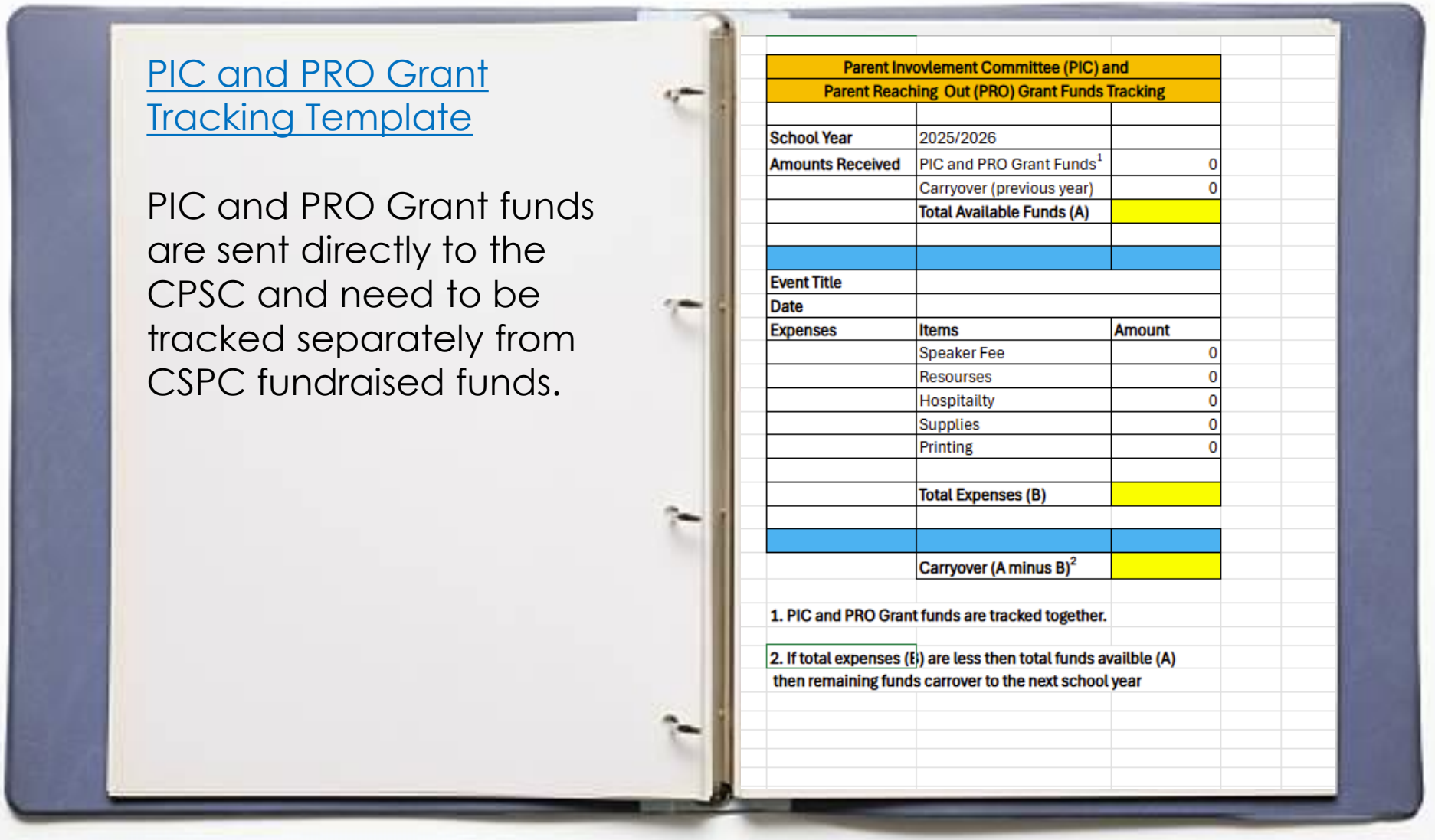
© 2025 KEV Group

2025-12-02 10:53:29AM

PIC AND PRO GRANT FUNDS TRACKING

[PIC and PRO Grant Tracking Template]

PIC and PRO Grant funds are sent directly to the CPSC and need to be tracked separately from CSPC fundraised funds.

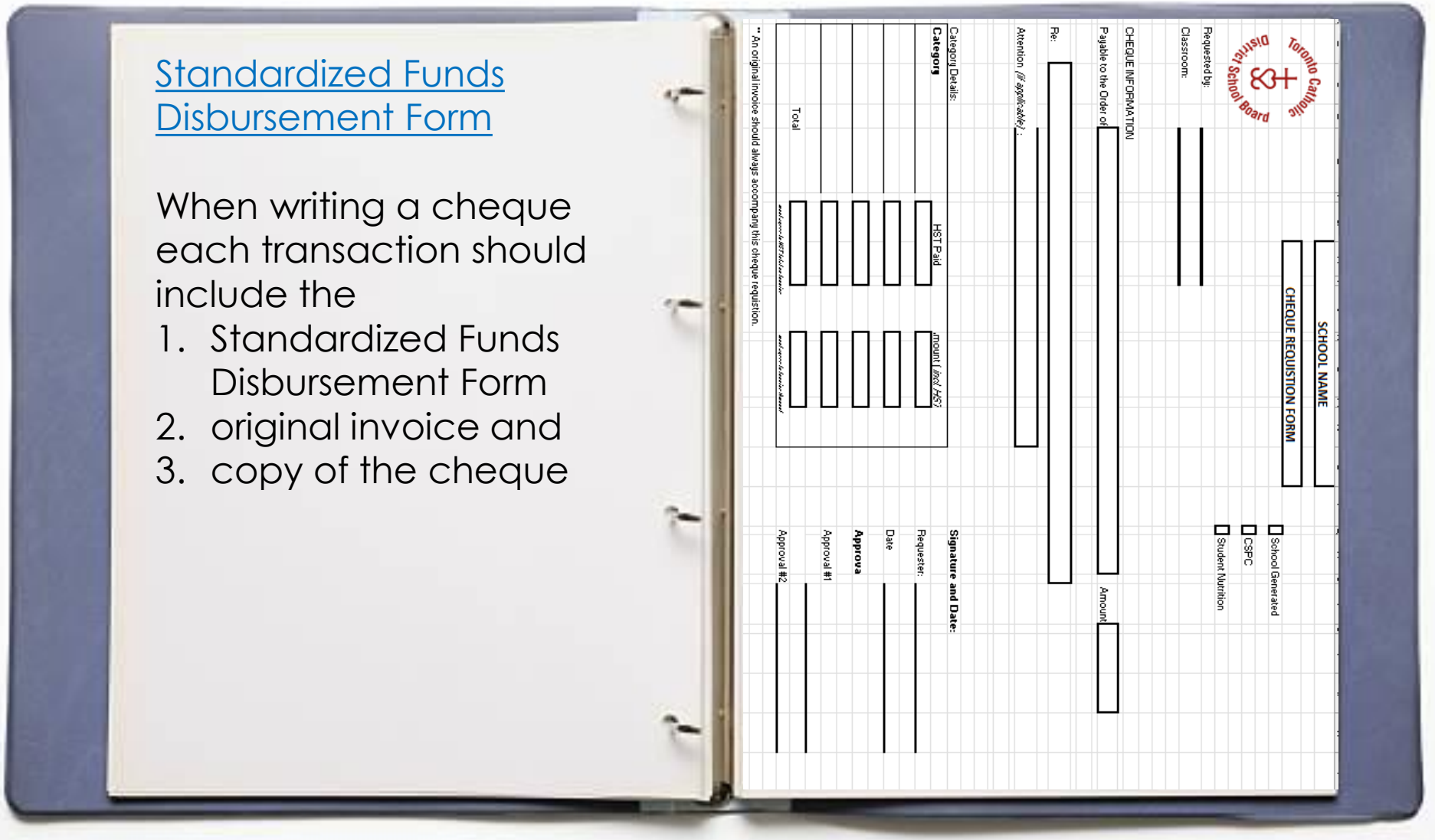


Parent Invovlement Committee (PIC) and Parent Reaching Out (PRO) Grant Funds Tracking		
School Year	2025/2026	
Amounts Received	PIC and PRO Grant Funds[1]	0
	Carryover (previous year)	0
	Total Available Funds (A)	
Event Title		
Date		
Expenses	Items	Amount
	Speaker Fee	0
	Resourses	0
	Hospitailty	0
	Supplies	0
	Printing	0
	Total Expenses (B)	
	Carryover (A minus B)[2]	

1. PIC and PRO Grant funds are tracked together.

2. If total expenses (B) are less then total funds availble (A) then remaining funds carrover to the next school year

EXPENDITURES (CHEQUE REQUESTS)



[Standardized Funds Disbursement Form]

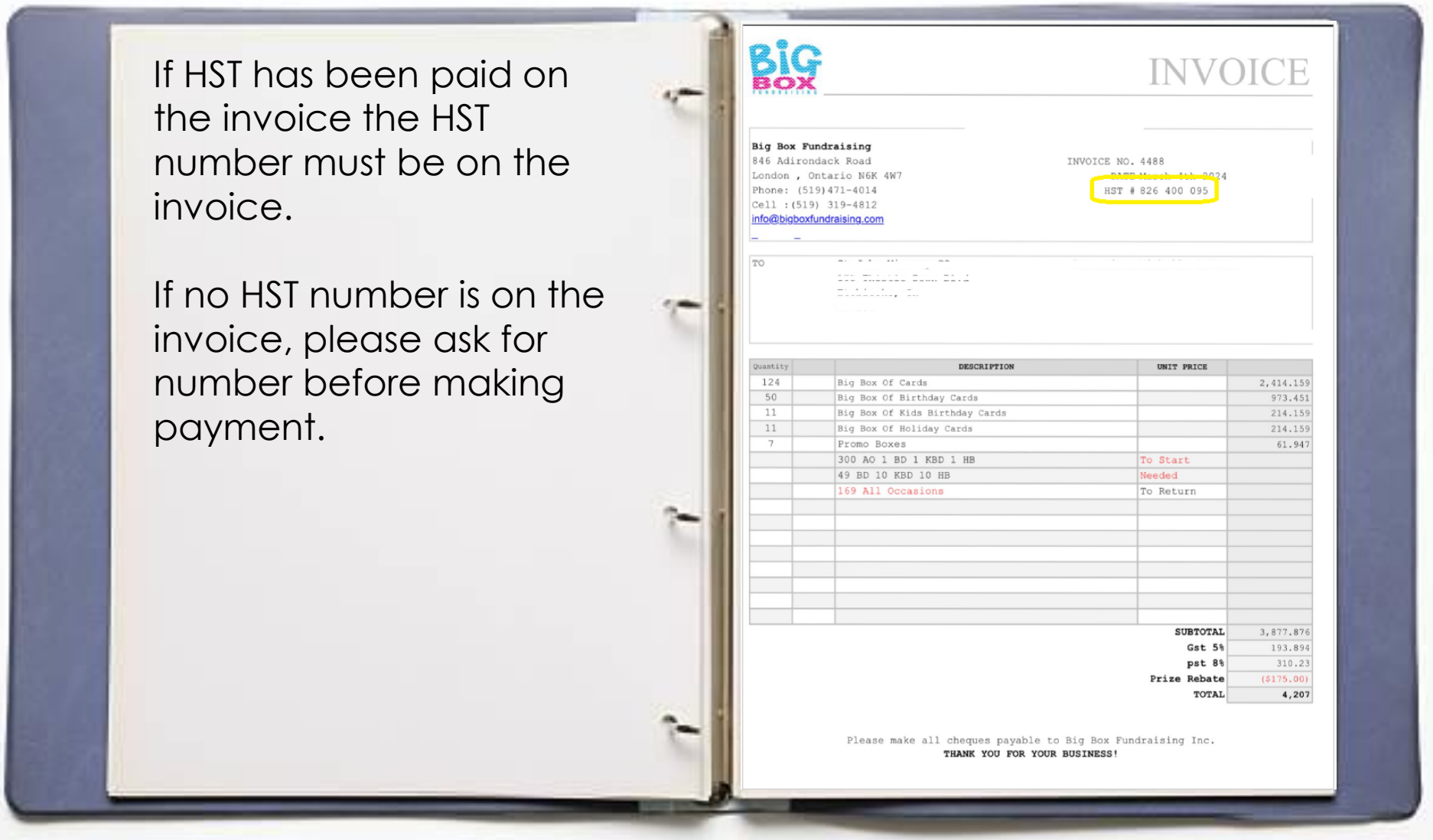
When writing a cheque each transaction should include the

1. Standardized Funds Disbursement Form
2. original invoice and
3. copy of the cheque

EXPENDITURES (INVOICES)

If HST has been paid on the invoice the HST number must be on the invoice.

If no HST number is on the invoice, please ask for number before making payment.



BIG BOX FUNDRAISING

INVOICE

Big Box Fundraising
846 Adirondack Road
London , Ontario N6K 4W7
Phone: (519)471-4014
Cell :(519) 319-4812
info@bigboxfundraising.com

INVOICE NO. 4488
HST # 826 400 095

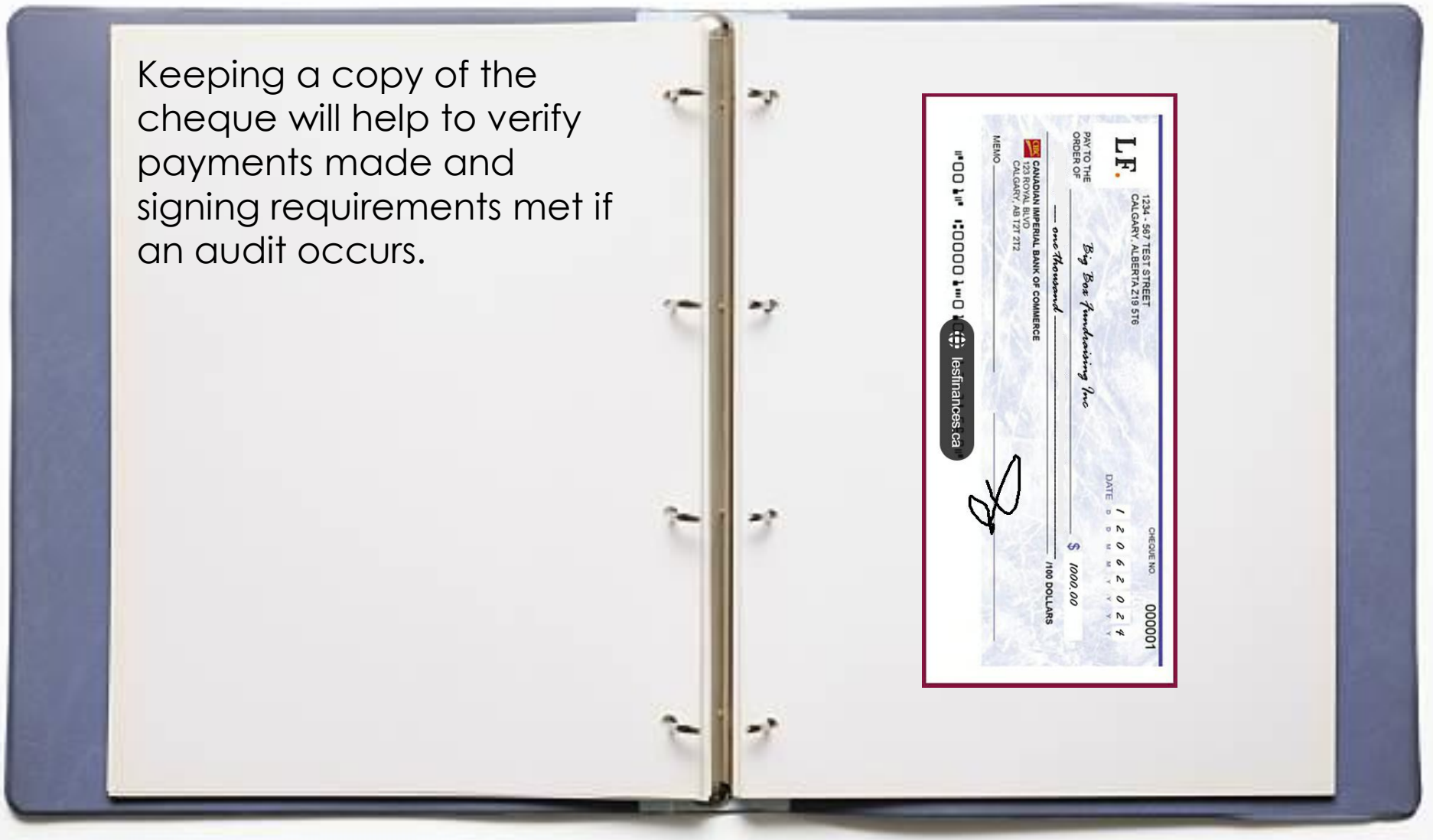
TO

Quantity		DESCRIPTION	UNIT PRICE	
124		Big Box Of Cards		2,414.159
50		Big Box Of Birthday Cards		973.451
11		Big Box Of Kids Birthday Cards		214.159
11		Big Box Of Holiday Cards		214.159
7		Promo Boxes		61.947
		300 AO 1 BD 1 KBD 1 HB	To Start	
		49 BD 10 KBD 10 HB	Needed	
		169 All Occasions	To Return	
			SUBTOTAL	3,877.876
			Gst 5%	193.894
			pst 8%	310.23
			Prize Rebate	($175.00)
			TOTAL	4,207

Please make all cheques payable to Big Box Fundraising Inc.
THANK YOU FOR YOUR BUSINESS!

EXPENDITURES (COPY OF CHEQUE)

Keeping a copy of the cheque will help to verify payments made and signing requirements met if an audit occurs.

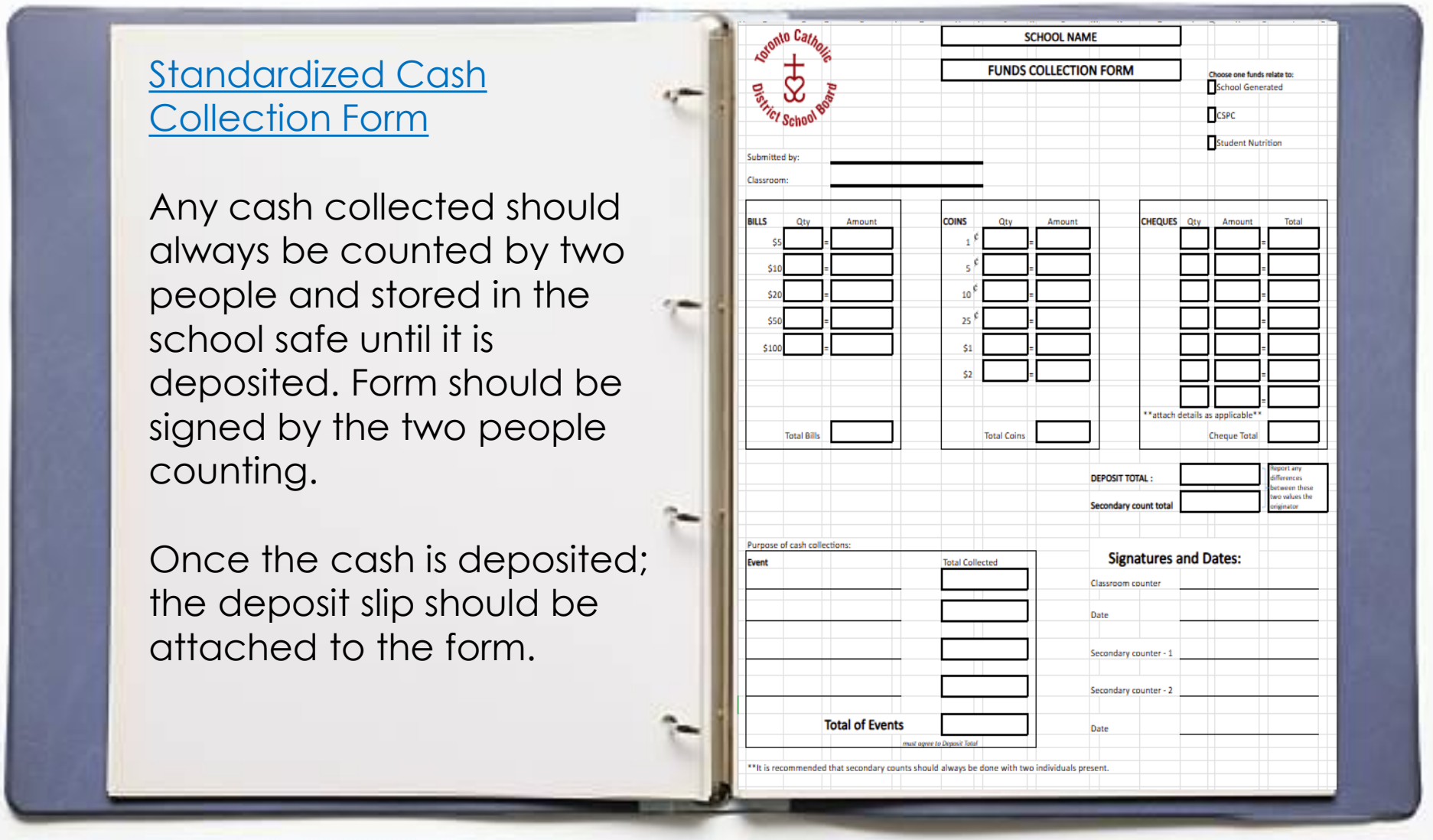


CASH COLLECTED

[Standardized Cash Collection Form]

Any cash collected should always be counted by two people and stored in the school safe until it is deposited. Form should be signed by the two people counting.

Once the cash is deposited; the deposit slip should be attached to the form.



HST REBATE FORM

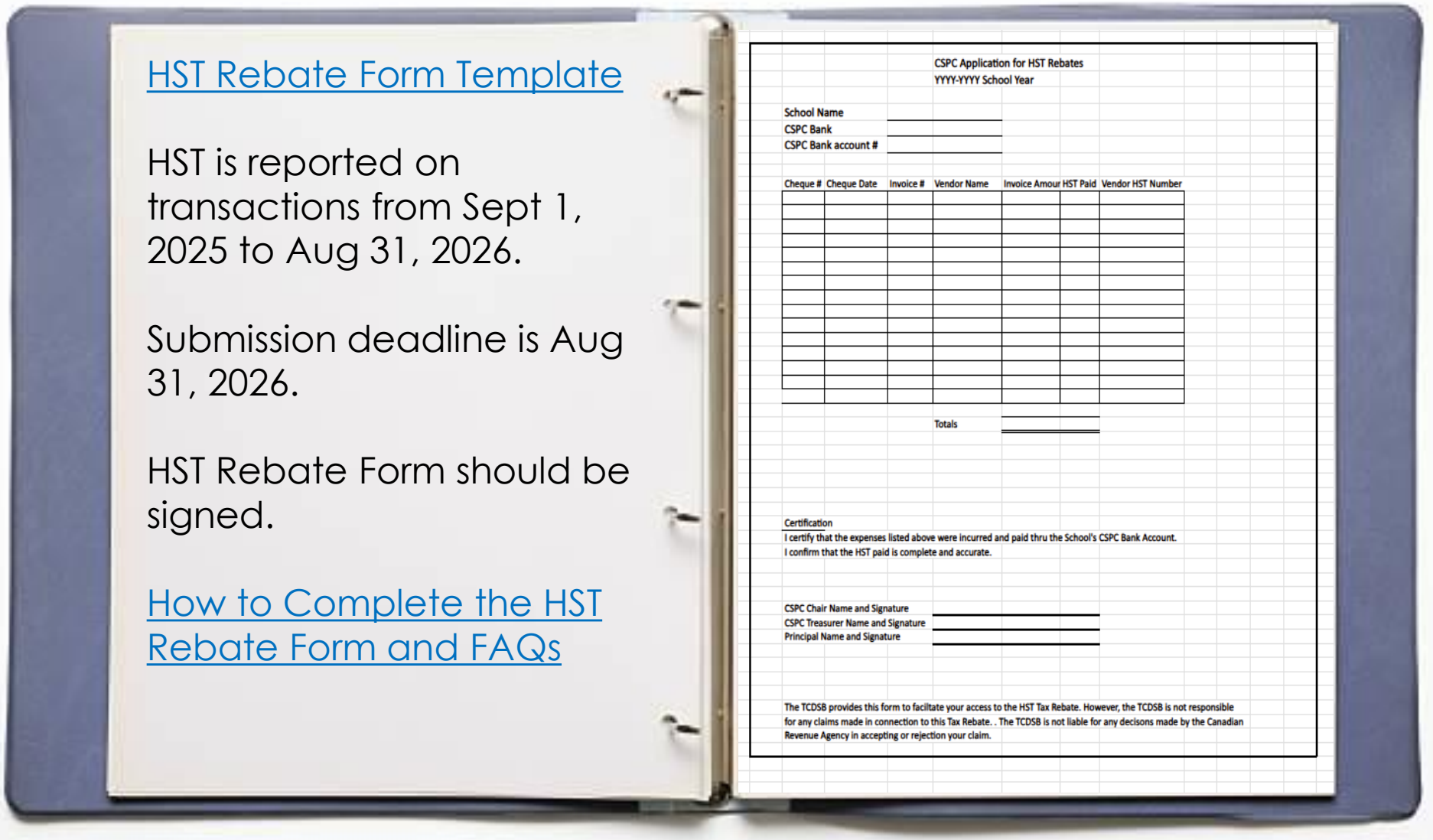
[HST Rebate Form Template]

HST is reported on transactions from Sept 1, 2025 to Aug 31, 2026.

Submission deadline is Aug 31, 2026.

HST Rebate Form should be signed.

[How to Complete the HST Rebate Form and FAQs]



CSPC Application for HST Rebates
YYYY-YYYY School Year

School Name
CSPC Bank
CSPC Bank account #

Cheque #	Cheque Date	Invoice #	Vendor Name	Invoice Amour	HST Paid	Vendor HST Number

Totals

Certification
I certify that the expenses listed above were incurred and paid thru the School's CSPC Bank Account.
I confirm that the HST paid is complete and accurate.

CSPC Chair Name and Signature
CSPC Treasurer Name and Signature
Principal Name and Signature

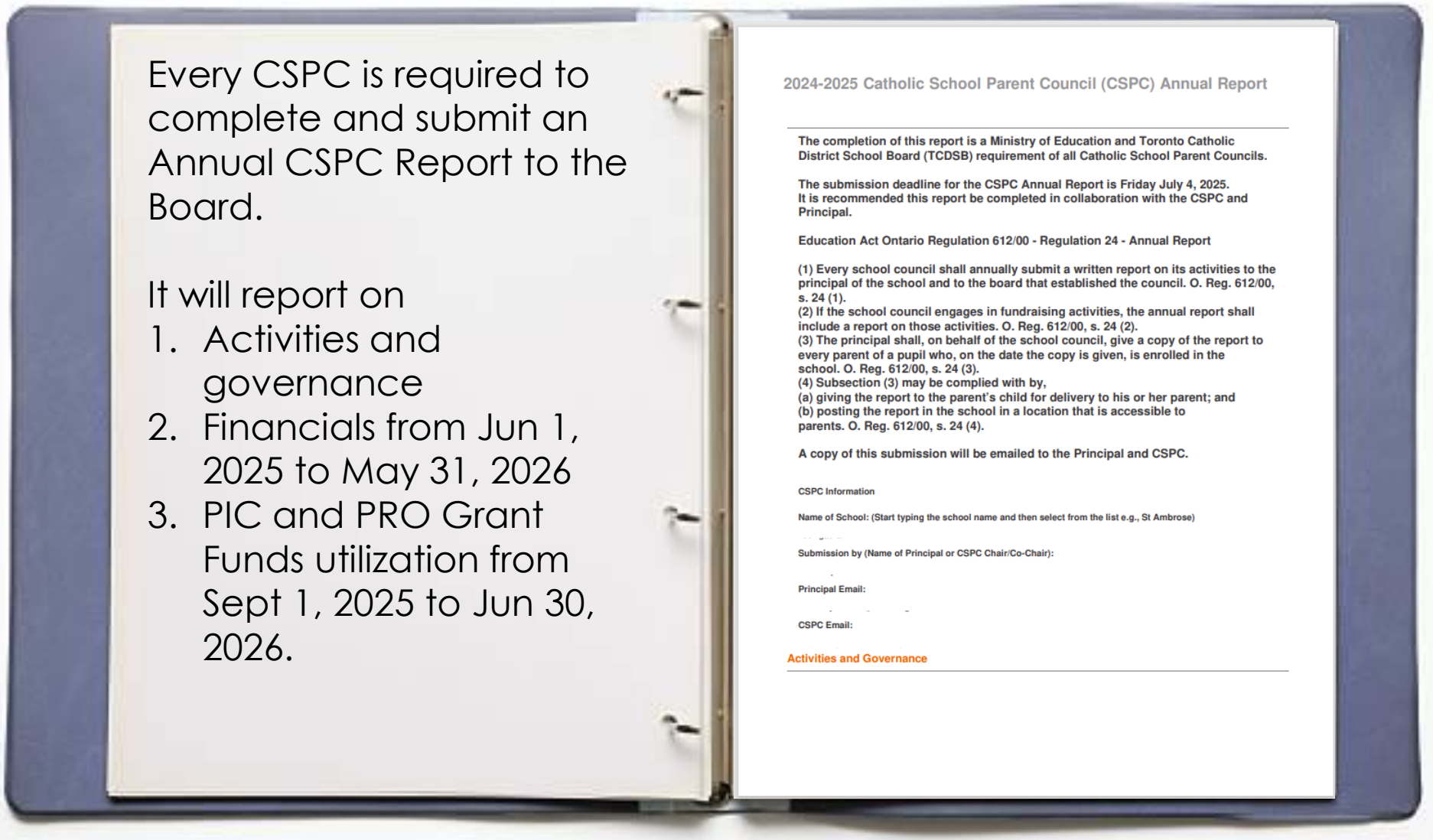
The TCDSB provides this form to facilitate your access to the HST Tax Rebate. However, the TCDSB is not responsible for any claims made in connection to this Tax Rebate. . The TCDSB is not liable for any decisons made by the Canadian Revenue Agency in accepting or rejection your claim.

ANNUAL CSPC REPORT

Every CSPC is required to complete and submit an Annual CSPC Report to the Board.

It will report on

1. Activities and governance
2. Financials from Jun 1, 2025 to May 31, 2026
3. PIC and PRO Grant Funds utilization from Sept 1, 2025 to Jun 30, 2026.



2024-2025 Catholic School Parent Council (CSPC) Annual Report

The completion of this report is a Ministry of Education and Toronto Catholic District School Board (TCDSB) requirement of all Catholic School Parent Councils.

The submission deadline for the CSPC Annual Report is Friday July 4, 2025.
It is recommended this report be completed in collaboration with the CSPC and Principal.

Education Act Ontario Regulation 612/00 - Regulation 24 - Annual Report

(1) Every school council shall annually submit a written report on its activities to the principal of the school and to the board that established the council. O. Reg. 612/00, s. 24 (1).
(2) If the school council engages in fundraising activities, the annual report shall include a report on those activities. O. Reg. 612/00, s. 24 (2).
(3) The principal shall, on behalf of the school council, give a copy of the report to every parent of a pupil who, on the date the copy is given, is enrolled in the school. O. Reg. 612/00, s. 24 (3).
(4) Subsection (3) may be complied with by,
(a) giving the report to the parent's child for delivery to his or her parent; and
(b) posting the report in the school in a location that is accessible to parents. O. Reg. 612/00, s. 24 (4).

A copy of this submission will be emailed to the Principal and CSPC.

CSPC Information

Name of School: (Start typing the school name and then select from the list e.g., St Ambrose)

Submission by (Name of Principal or CSPC Chair/Co-Chair):

Principal Email:

CSPC Email:

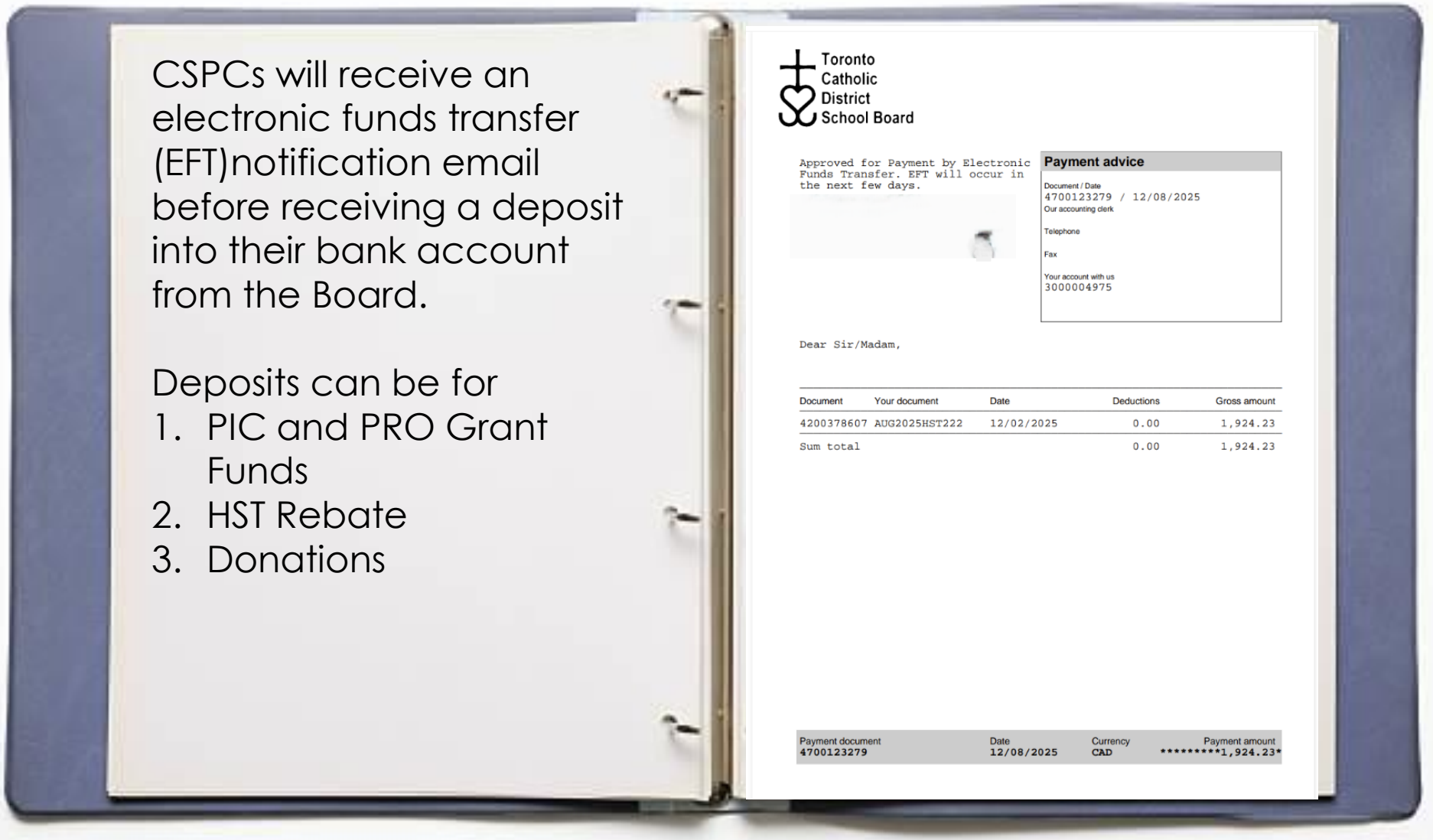
Activities and Governance

EFT NOTIFICATIONS

CSPCs will receive an electronic funds transfer (EFT)notification email before receiving a deposit into their bank account from the Board.

Deposits can be for

1. PIC and PRO Grant Funds
2. HST Rebate
3. Donations



Toronto Catholic District School Board

Approved for Payment by Electronic Funds Transfer. EFT will occur in the next few days.

Payment advice

Document / Date
4700123279 / 12/08/2025
Our accounting clerk

Telephone

Fax

Your account with us
3000004975

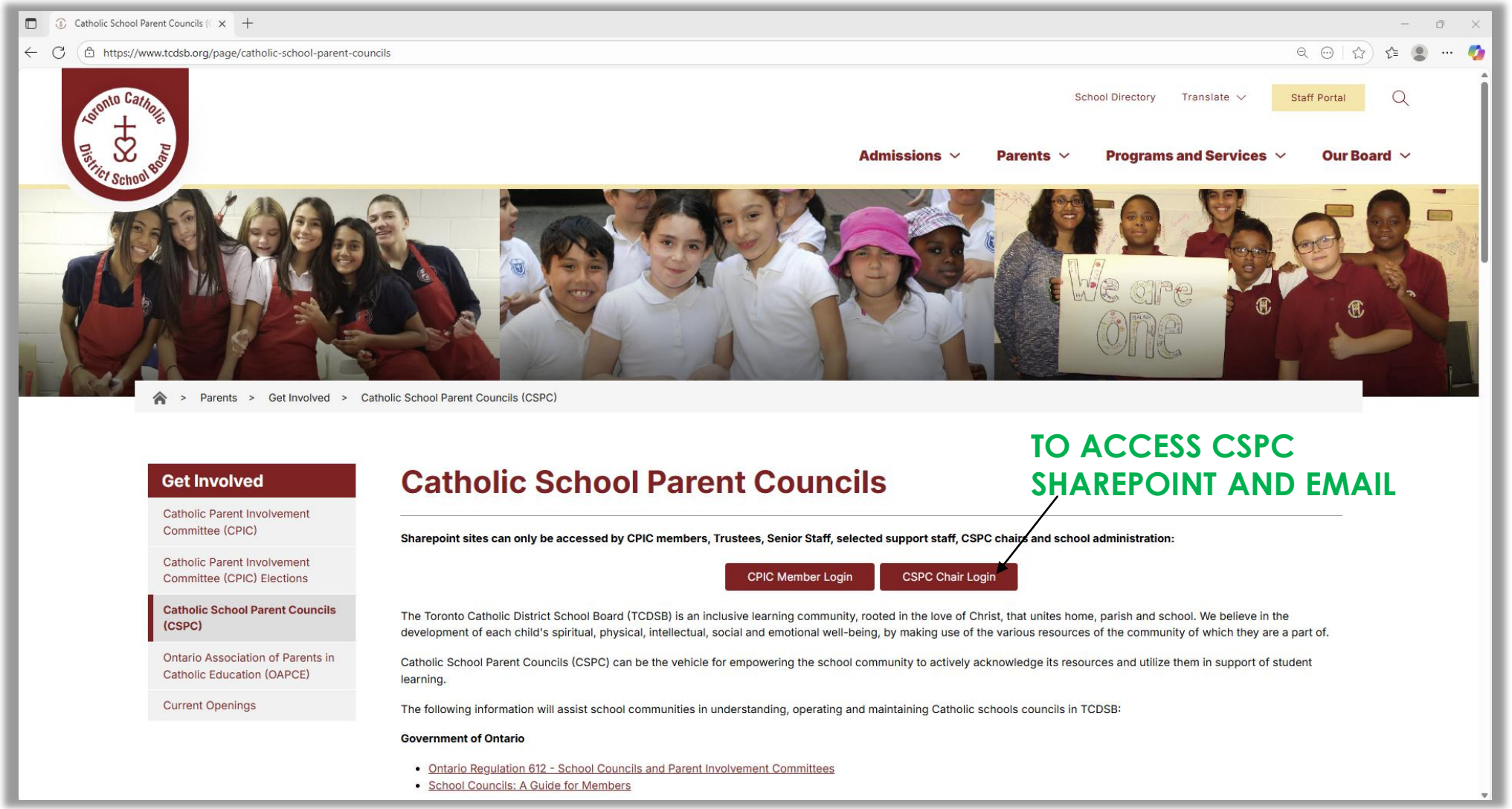
Dear Sir/Madam,

Document	Your document	Date	Deductions	Gross amount
4200378607	AUG2025HST222	12/02/2025	0.00	1,924.23
Sum total			0.00	1,924.23

Payment document	Date	Currency	Payment amount
4700123279	12/08/2025	CAD	*********1,924.23*

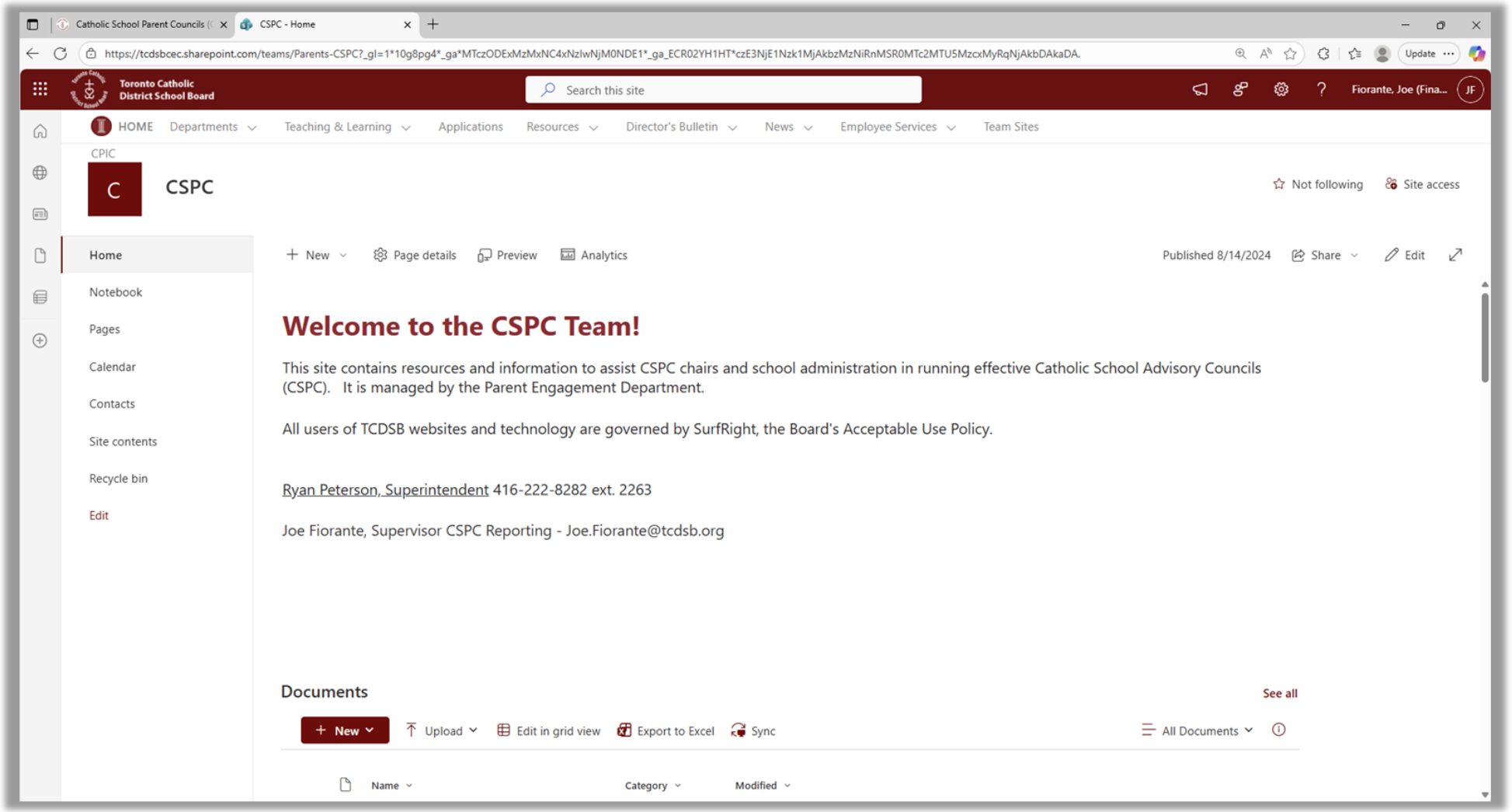
RESOURCES - CSPC WEBSITE

[Catholic School Parent Councils (CSPC) | Toronto Catholic District School Board]



RESOURCES – CSPC SHAREPOINT

[CSPC – SharePoint Home]



RESOURCES – CSPC SHAREPOINT – EMAIL ACCESS

[CSPC – SharePoint Home]

