CSPC Training – CSPC Annual Report

HST Rebate Form

Presented by: Ryan Peterson, Superintendent of Parent Engagement

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Joe Fiorante, Supervisor, CSPC Reporting

Date: May 20, 2026

THE SERENITY PRAYER

God grant me the serenity
to accept the things I cannot change;
courage to change the things I can;
and wisdom to know the difference.
Living one day at a time;
Enjoying one moment at a time;
Accepting hardships as the pathway to peace;
Taking, as He did, this sinful world
as it is, not as I would have it;
Trusting that He will make all things right
if I surrender to His Will;
That I may be reasonably happy in this life
and supremely happy with Him
Forever in the next.
Amen.





Land Acknowledgement

The land we walk on belongs to the Creator. Earth does not belong to humanity but rather, humanity is part of the Earth. The land was created to be enjoyed by all living beings, a principle reflected in The Dish with One Spoon covenant. Taking only what we need to preserve our earth for future generations, leaving some for others as a sign of our respect and caring, and keeping it clean by revitalizing the land to sustain generations to come.

All Toronto Catholic District School Board (TCDSB) properties are situated on the traditional territories of the Anishinabek, the Haudenosaunee Confederacy, and the Wendat peoples. We recognize that the land covered by Treaty 13 is held by the Mississaugas of the Credit First Nation. We also listen to the echoes of their prayers to the Creator, and respect the beauty of Mother Earth while striving to learn and draw wisdom from First Nations, Inuit and Métis traditions.

CSPC END OF SCHOOL YEAR TO DO LIST

As the school year gets closer to an end and CSPCs are busy with year end activities, there are several items required to close out the CSPC:

1. Maintaining CSPC Documents – CSPC Binder (last training)
2. Review of CSPC By-laws – 7 areas available to be amended (last training)
3. Financial reporting (last training)
4. Succession planning (last training)
5. CSPC Annual Report
6. HST Rebate Form

ANNUAL REPORT - REGULATION AND POLICY

From the **Education Act Ontario Regulation 612/00 - Regulation 24**

ANNUAL REPORT

24. (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 doing one or more of the following:

1. Giving a copy of the report to the parent's child for delivery to their parent.
2. Posting a copy of the report in the school in a location that is accessible to parents.
3. Delivering a copy of the report to the parent by email or by other electronic means.
4. Posting a copy of the report on the school's website. O. Reg. 674/20, s. 4.

From **the TCDSB Catholic School Parent Councils Policy S.10 - Regulation 25.**

An annual report on the CSPC's activities will be prepared by CSPC each year, as of May 31st, and submitted to the principal, to the board and to the local trustee. The annual report will be posted to the school's portal page.

CSPC ANNUAL REPORT 2025/2026

Data provided by the CSPC Annual Report is used by

- **Local Level**
  - ✓ Principal/CSPC/School Community
  - ✓ Review of previous school year at AGM
- **Board**
  - ✓ Senior Leadership Team/Superintendents/Trustees
  - ✓ Overview of each CSPCs activities
- **Parent Engagement Department**
  - ✓ CSPC Metrics
  - ✓ Reviewing PIC and PRO Grant utilization
  - ✓ How to improve support and training
- **Financial Services Department**
  - ✓ Reporting to Ministry of Education

AREAS OF REPORTING

- The report will have three areas:
  1. Activities and Governance
  2. Parent Involvement Committee (PIC) and Parent Reaching Out (PRO) Grants Funds Utilization, and
  3. CSPC Financials (from June 1, 2025 to May 31, 2026)
- A template of the questions will be provided to assist in compiling information required to complete the form.
- The form should be completed in collaboration with Principal and CSPC.
- The deadline to complete the CSPC Annual Report is **Friday July 3, 2026.**
- The completed CSPC Annual Report should be posted on the school's website under the Parent Council portal. The Principal can assist with this.
- The CSPC Annual Report should also be store with all CSPC documents in the school.

ACTIVITIES AND GOVERNANCE

Answering questions regarding CSPC processes and activities

- How were elections held?
- What is the structure of council?
- Were the CSPC by-laws followed
- How was communication with the school community done?
- How are meeting being held?
- Are CSPC Financials being provided?
- Are CSPC minutes available to the school community?
- Are CSPC records being retained properly?
- What fundraising initiatives were done?
- Where did CSPC generated funds get used?
- Did CSPC allocate funds to a long-term project?

PIC AND PRO GRANT FUNDS UTILIZATION

The Ministry of Education provides annual funds for Parent Engagement.

- What Parent opportunities are being created using these funds?
- What was the opening balance? The opening balance will include any carry forward from 2024/2025 plus the $1000 allocation from the 2025/2026.
- What initiative or resource was held or provided to parents?
- What was the total cost of the initiative or resource?
- What is the remaining balance?
- **Any remaining funds will carry forward to the 2026/2027 school year** .
- **REMEMBER - NO REIMBURSEMENT PROCESS - PIC and PRO Grant funds are sent directly to the CSPC.**
- PIC and PRO Grant Funds FAQs

PIC AND PRO GRANT FUNDS TRACKING

- Consolidated CSPC accounts will have a KEV report #2 of the CSPC – PIC and PRO Grant category.
- It will provided details of funds received, and expenses incurred.

CIBC
SGF, CSPC

Detailed Category Summary - All Transactions To Date

Report #2
09/01/2024 .... 06/30/2025
Date ... Range
2024-2025

Summary for: CSPC- PIC & PRO Grants
Cat. #: 14006

Contact Person:
Balance Forward: $2,733.28

Date	Transaction	Description	Debit	Credit	Tax Paid	Tax Rebate	Cleared	Balance
10/31/2024	CreditMemo	TCDSB EFT - PIC and PRO Funds		$1,000.00			X	$3,733.28
02/28/2025	Cheque 2715	Catholic School Partial payment for speaker Kwesi Millington presentation Inv#	$500.00					$3,233.28
			$500.00	**$1,000.00**				**$3,233.28**
Opening Balance: $2,733.28			**500.00**	**1,000.00**	**0.00**			**$3,233.28**

- Separate CSPC accounts will have tracked the PIC and PRO Grant funds separately from CSPC generated funds.
- They should be using the PIC and PRO Grant Funds tracking to calculate figures.

Parent Involvement Committee (PIC) and Parent Reaching Out (PRO) Grant Funds Tracking		
School Year	2024/2025	
Amounts Received	PIC and PRO Grant Funds	0
	Carryover (if any)	0
	Total Available Funds (A)	
Event		
Date		
Expenses	**Items**	**Amount**
	Speaker Fee	0
	Resourses	0
	Hospitailty	0
	Supplies	0
	Printing	0
	Total Expenses (B)	
	Carryover (A minus B)	

CSPC FINANCIALS

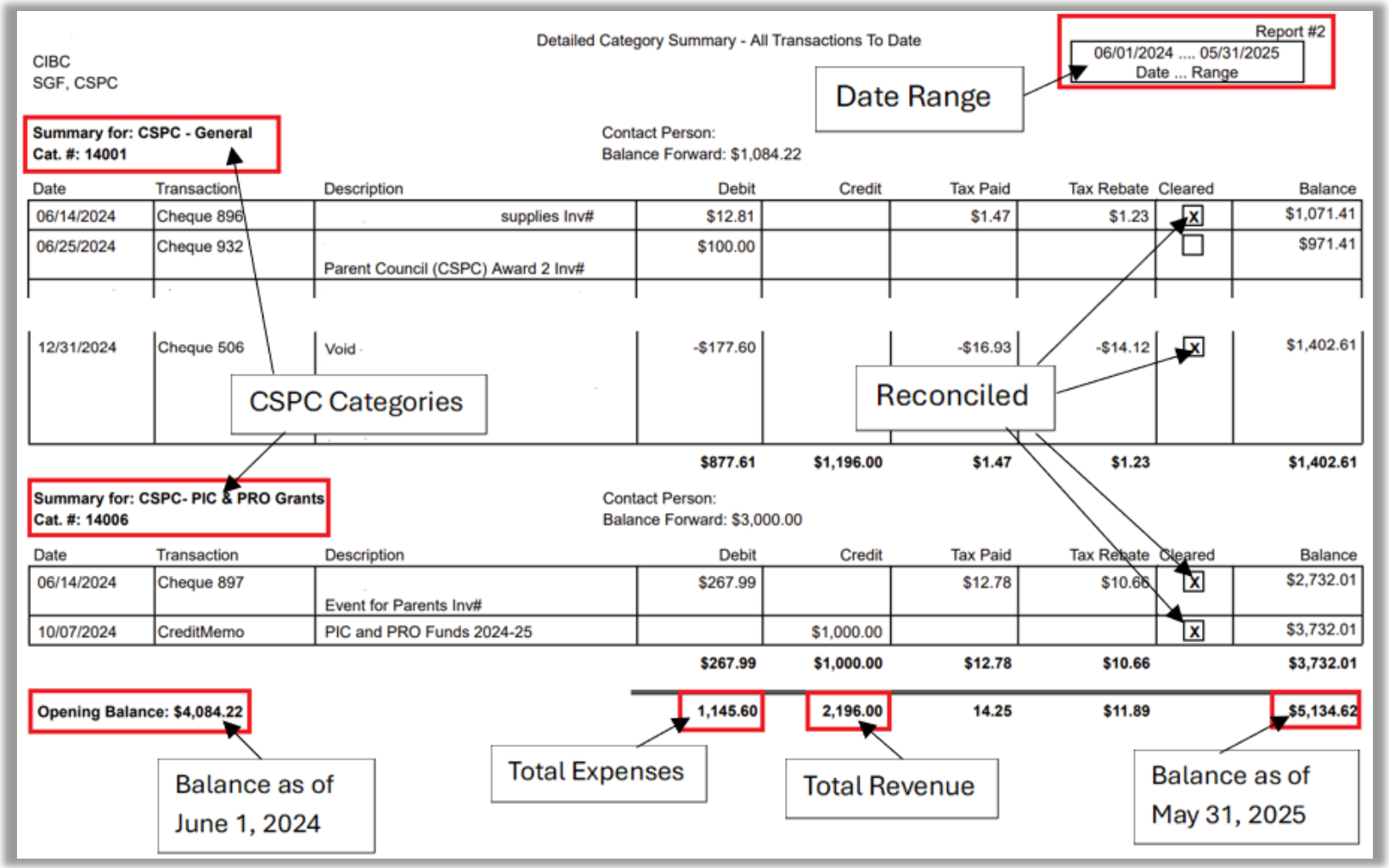
CSPC are required to report on their annual financials. The fiscal year (time frame) for CSPC Financials is from **June 1, 2025 to May 31, 2026.**

1. Balance of CSPC account as of June 1, 2025 (**Opening Balance**).
2. Total revenues collected including PIC and PRO Grant funds from June 1, 2025 to May 31, 2026 (**Credits**).
3. Total expenses incurred including PIC and PRO Grant expenses from June 1, 2025 to May 31, 2026 (**Debits**).
4. Balance of CSPC account as of May 31, 2026 (**Closing Balance**).

- ❑ **PLEASE CHECK**: balance on Jun 1/25 **plus** total revenues **minus** total expenses **should equal** balance on May 31/26.
- ❑ If there is a difference, are there **outstanding cheques** that have not cleared or is there an **accounting error?**
- ❑ Have CSPC generated funds been allocated for a future project or activity?

FINANCIALS - CONSOLIDATED CSPC ACCOUNTS

- Consolidated CSPC accounts will have a KEV report #2 generated which will calculate all financial figures required.
- Reconciliation of cheques is done by the KEV system.
- CSPC **is not required** to send a May statement.



Detailed Category Summary - All Transactions To Date

Report #2

06/01/2024 .... 05/31/2025
Date ... Range

Date Range

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SGF, CSPC

Summary for: CSPC - General
Cat. #: 14001

Contact Person:
Balance Forward: $1,084.22

Date	Transaction	Description	Debit	Credit	Tax Paid	Tax Rebate	Cleared	Balance
06/14/2024	Cheque 896	supplies Inv#	$12.81		$1.47	$1.23	X	$1,071.41
06/25/2024	Cheque 932	Parent Council (CSPC) Award 2 Inv#	$100.00					$971.41
12/31/2024	Cheque 506	Void	-$177.60		-$16.93	-$14.12	X	$1,402.61
			$877.61	**$1,196.00**	**$1.47**	**$1.23**		**$1,402.61**

CSPC Categories

Reconciled

Summary for: CSPC- PIC & PRO Grants
Cat. #: 14006

Contact Person:
Balance Forward: $3,000.00

Date	Transaction	Description	Debit	Credit	Tax Paid	Tax Rebate	Cleared	Balance
06/14/2024	Cheque 897	Event for Parents Inv#	$267.99		$12.78	$10.66	X	$2,732.01
10/07/2024	CreditMemo	PIC and PRO Funds 2024-25		$1,000.00			X	$3,732.01
			$267.99	**$1,000.00**	**$12.78**	**$10.66**		**$3,732.01**

Opening Balance: $4,084.22	**1,145.60**	**2,196.00**	**14.25**	**$11.89**	**$5,134.62**

Balance as of June 1, 2024

Total Expenses

Total Revenue

Balance as of May 31, 2025

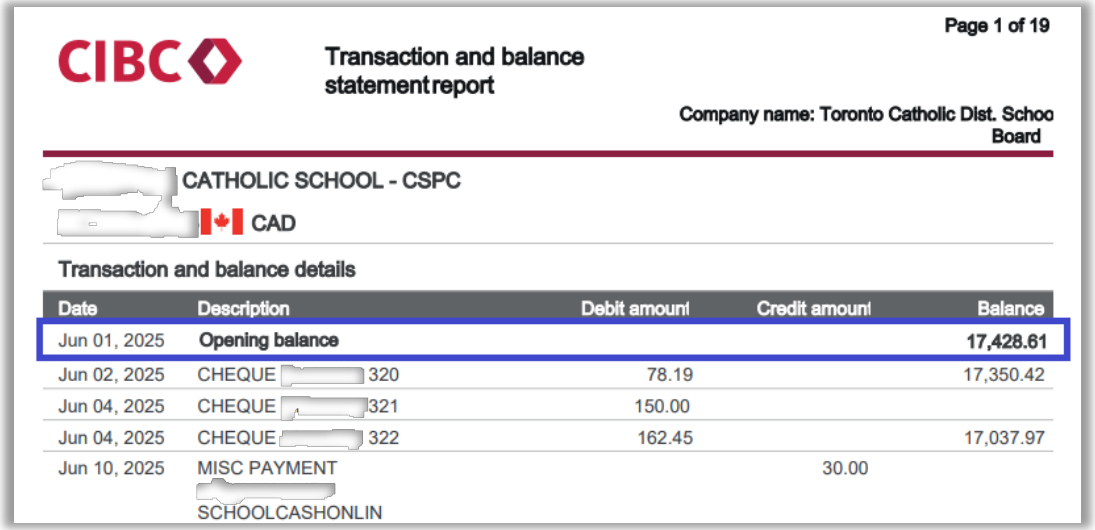
FINANCIALS – SEPARATE CSPC ACCOUNTS

- Separate CSPC accounts will be doing manual tracking using excel spreadsheets and bank statements to calculate the required figures.
- Reconciliation of outstanding cheques written before May 31, 2025, is required.
- CSPC **is required** to send a bank statement ending May 31, 2026, to Joe.Fiorante@tcdsb.org.



FINANCIALS – SEPARATE CSPC ACCOUNTS - CIBC

- CIBC account can generate a **Transaction and balance statement report.** Principal or Joe can help.
- It provides an Opening Balance, Total Debits, Total Credits and a Closing Balance. Can assist with checking manual tracking figures.
- Reconciliation of outstanding cheques written before May 31, 2025, is required.
- CSPC **is not required** to send a bank statement ending May 31, 2026.



CIBC

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Transaction and balance statement report

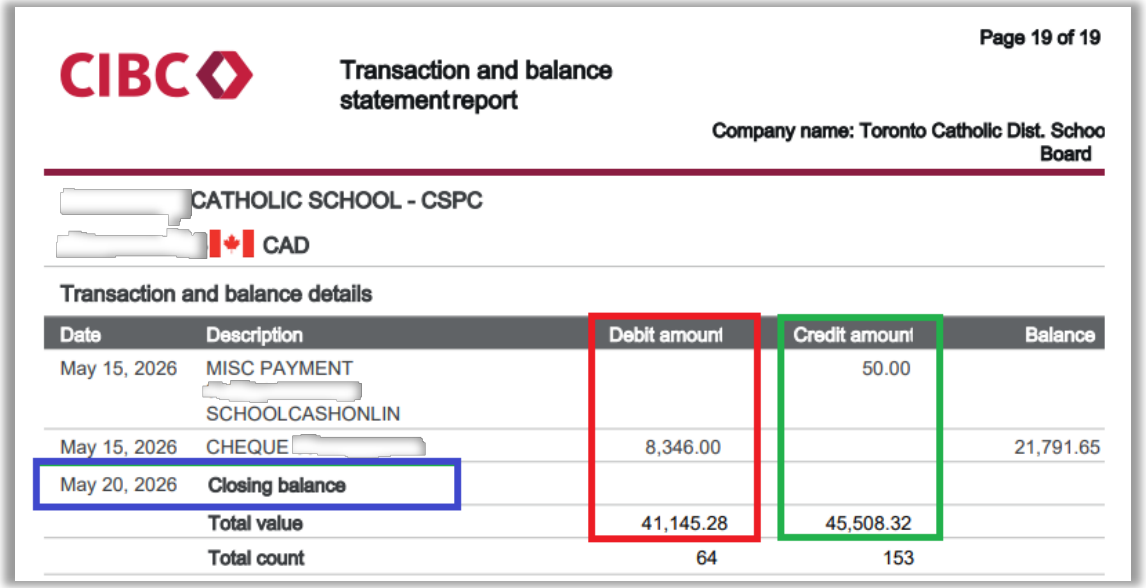
Company name: Toronto Catholic Dist. Schoo Board

[redacted] CATHOLIC SCHOOL - CSPC

[redacted] CAD

Transaction and balance details

Date	Description	Debit amount	Credit amount	Balance
Jun 01, 2025	**Opening balance**			**17,428.61**
Jun 02, 2025	CHEQUE [redacted] 320	78.19		17,350.42
Jun 04, 2025	CHEQUE [redacted] 321	150.00		
Jun 04, 2025	CHEQUE [redacted] 322	162.45		17,037.97
Jun 10, 2025	MISC PAYMENT [redacted] SCHOOLCASHONLIN		30.00	



CIBC

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Transaction and balance statement report

Company name: Toronto Catholic Dist. Schoo Board

[redacted] CATHOLIC SCHOOL - CSPC

[redacted] CAD

Transaction and balance details

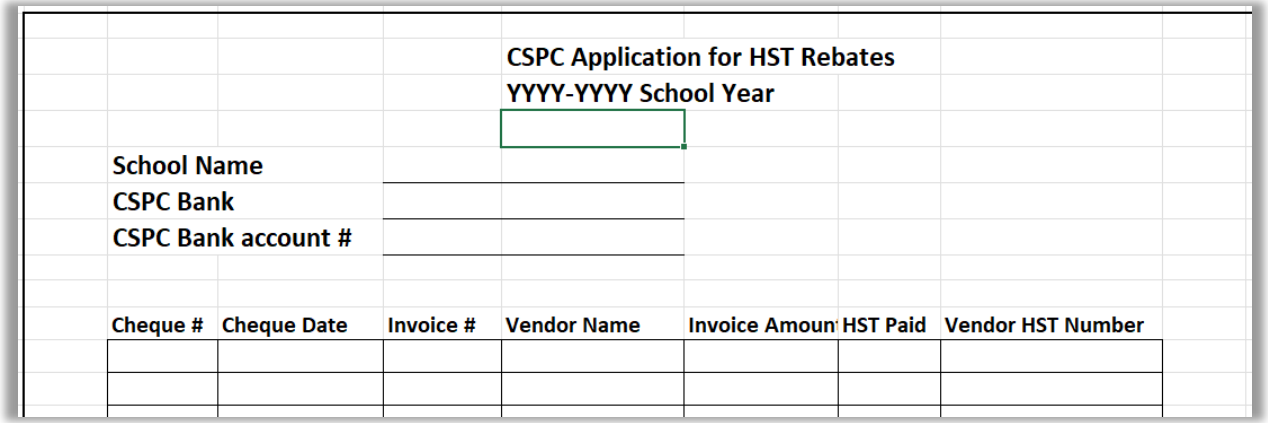
Date	Description	Debit amount	Credit amount	Balance
May 15, 2026	MISC PAYMENT [redacted] SCHOOLCASHONLIN		50.00	
May 15, 2026	CHEQUE [redacted]	8,346.00		21,791.65
May 20, 2026	**Closing balance**			
	Total value	41,145.28	45,508.32	
	Total count	64	153	

HST REBATE FORM SUBMISSION

Only separate CSPC accounts are required to completed a manual HST Rebate Form submission for each school year. HST forms is available on the CSPC website HST Rebate Form template

Consolidated CSPC accounts are not required to complete an HST Rebate Form as KEV records any HST paid from the CSPC categories

- ❑ All CSPC transaction from **September 1, 2025 to August 31, 2026** that HST incurred should be included
- ❑ All invoices with HST paid being claimed on the HST Rebate Form need to be kept at the school and be available upon request.
- ❑ The deadline to submit the completed the HST Rebate Form is **August 31, 2026.**
- ❑ There should be **limited or no entries** during the months of July and August. No CSPC transactions when school is out.
- ❑ Completed HST Rebate Forms are to be emailed Joe.Fiorante@tcdsb.org as an excel document.
- ❑ The HST Rebate Form is to be signed by the Principal, Chair and Treasurer and kept with all other financial records of the CSPC.



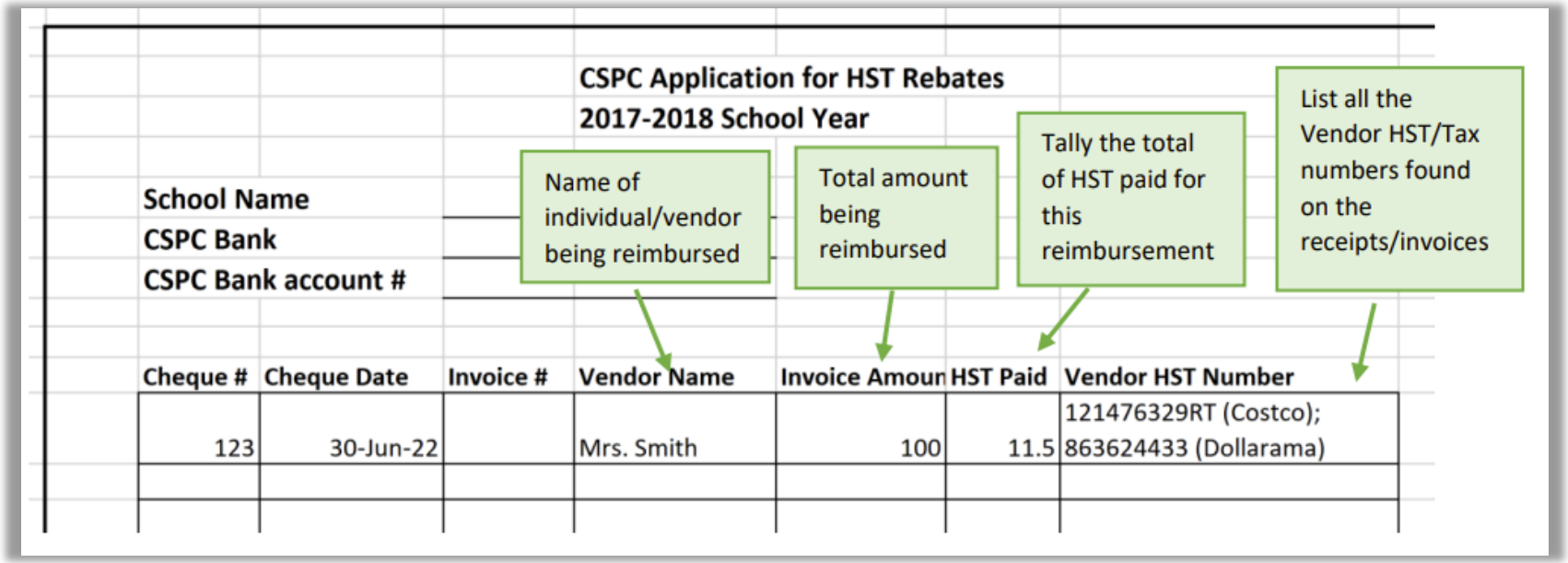
CSPC Application for HST Rebates
YYYY-YYYY School Year

School Name
CSPC Bank
CSPC Bank account #

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

HST REBATE FORM - FAQS

1. What is required on the invoice so it can be recorded on the HST Rebate Form?
   - To record an invoice on the HST Rebate Form, it must be the original invoice and clearly state the amount of HST paid, HST number and date. It must be kept at the school and be available.
2. We reimbursed multiple invoices with one cheque; how should we report it?
   - If multiple invoices were reimbursed with one cheque, enter the total HST paid in the column ***HST Paid*** and all the vendors HST numbers and the vendors names in the column ***Vendor HST Number.***



HST REBATE FORM - FAQS

3. The CSPC has approved $100 for each classroom/teacher however more than $100 was spent, how much HST can we claim?
    - For a fixed amount we need to calculate the maximum HST amount.
    - For example, on $100 the maximum HST amount is $11.50
    - **Calculation** → ($100/1.13) - $100 = $11.50, equal to 13% of for a $100 purchase.
    - If multiple invoices were provided, total all the HST paid. If the sum of HST paid is less than $11.50, claim the exact amount paid. If the sum of HST paid is greater that $11.50, only claim $11.50.
4. The school and CSPC are sharing the cost of a purchase or paying of a speaker, how much HST can the CSPC claim?
    - The CSPC can claim the HST on the amount of the expenditure it pays for. For example, If the total invoice amounts to $113, ($100 plus $13 HST) and CSPC is paying for half, then CSPC's portion is $56.50, which includes $6.50 of HST.
5. The invoice the CSPC received lists PST and GST?
    - If an invoice breaks down taxes into PST and GST, add these amount together for the HST amount.

HST REBATE FORM - FAQS

6. Can the CSPC claim HST on an expenditure the school paid for and then was reimbursed by the CSPC?
    - No, the CSPC cannot claim the HST when it reimburses the School. The school at the time of paying the expenditure will have claimed the HST electronically through KEV.
7. CSPC wrote a cheque to the TCDSB to purchase chrome books for the school, can CSPC claim the HST on these funds?
    - No, like #6 CSPC cannot claim the HST when it provides funds to the TCDSB for a purchase. The TCDSB will account for the HST at the time the purchase is made.
8. The vendor applied a credit or gift card to the total amount owing after HST was added. What HST amount do we include?
    - If a credit or gift card is applied after HST is calculated, the full HST paid is recorded. When audited the HST amount will appear high. If this is the case for a transaction, please provide a short explanation in the email when submitting the HST Rebate Form.

HST REBATE FORM - FAQS

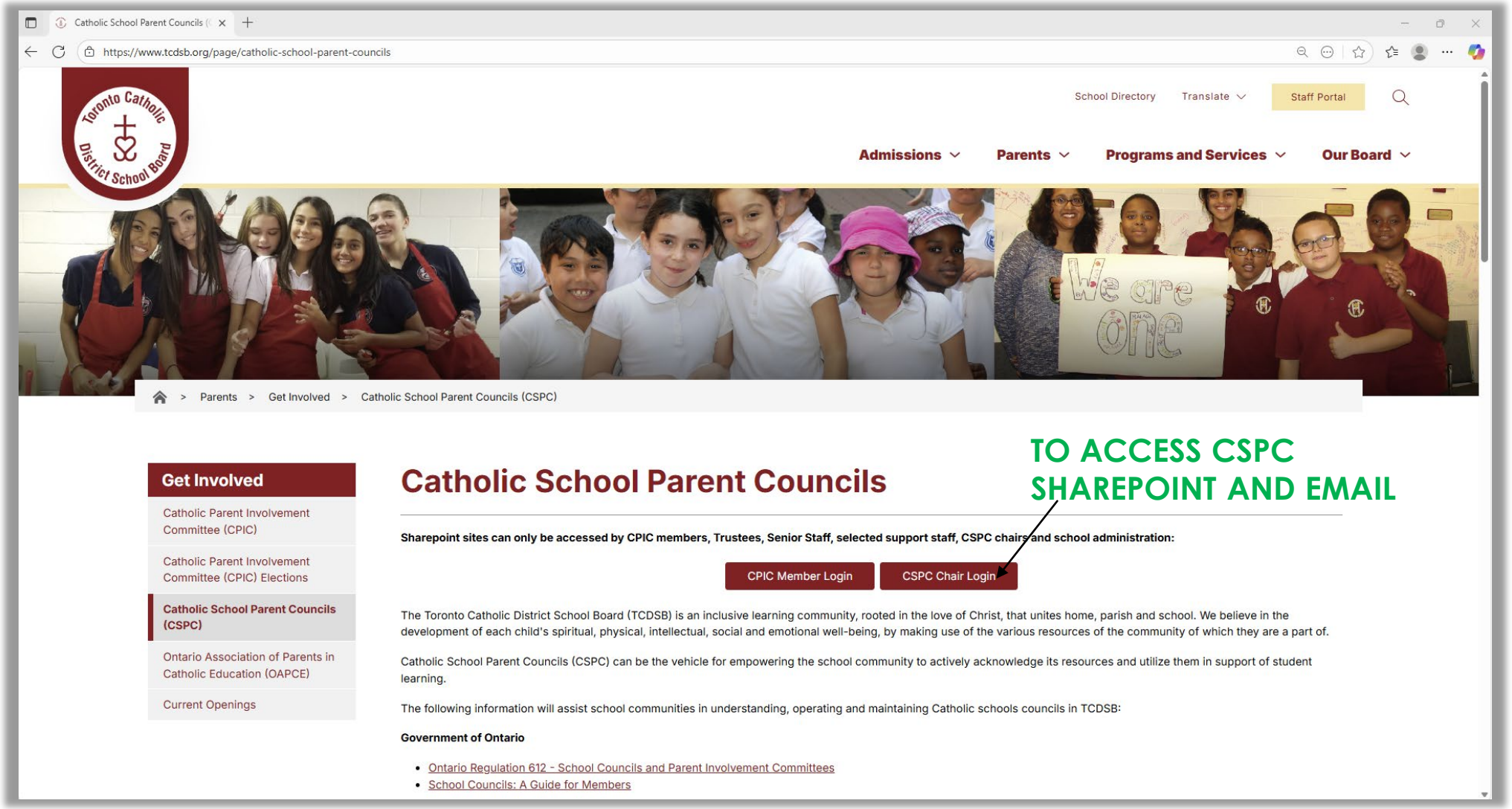
9. The CSPC made a deposit for a vendor, but no HST was paid, do we include this cheque?
   - Yes, if a deposit is made for a vendor, please include that cheque. The audit will consider the HST based on the full amount. You can manually calculate the HST for each payment.
   - For example, if the total for the inflatable company is $2260 ($2000 plus $260 HST) and require a $500 deposit. The remaining payment of $1760 will show the HST as $260 which is greater than 13%. You will need to calculate the HST for each payment.
   - **Calculation** → For $500 ($500 x 13% = $65) For $1500 (1500 X 13% = $195). And list both transaction

Cheque #	Cheque Date	Invoice #	Vendor Name	Invoice Amour	HST Paid	Vendor HST Number
56	2-Apr-25		Bouncy World	500	65	1234 5678 RT
76	4-Jun-25		Bouncy World	1760	195	1234 5678 RT

10. The invoice the CSPC received doesn't have an HST number. What do we do?
    - If there is no HST number on the invoice receive, ask the vendor for their HST number first before providing the payment. If no HST number is provided, **deduct the HST amount** from the payment.

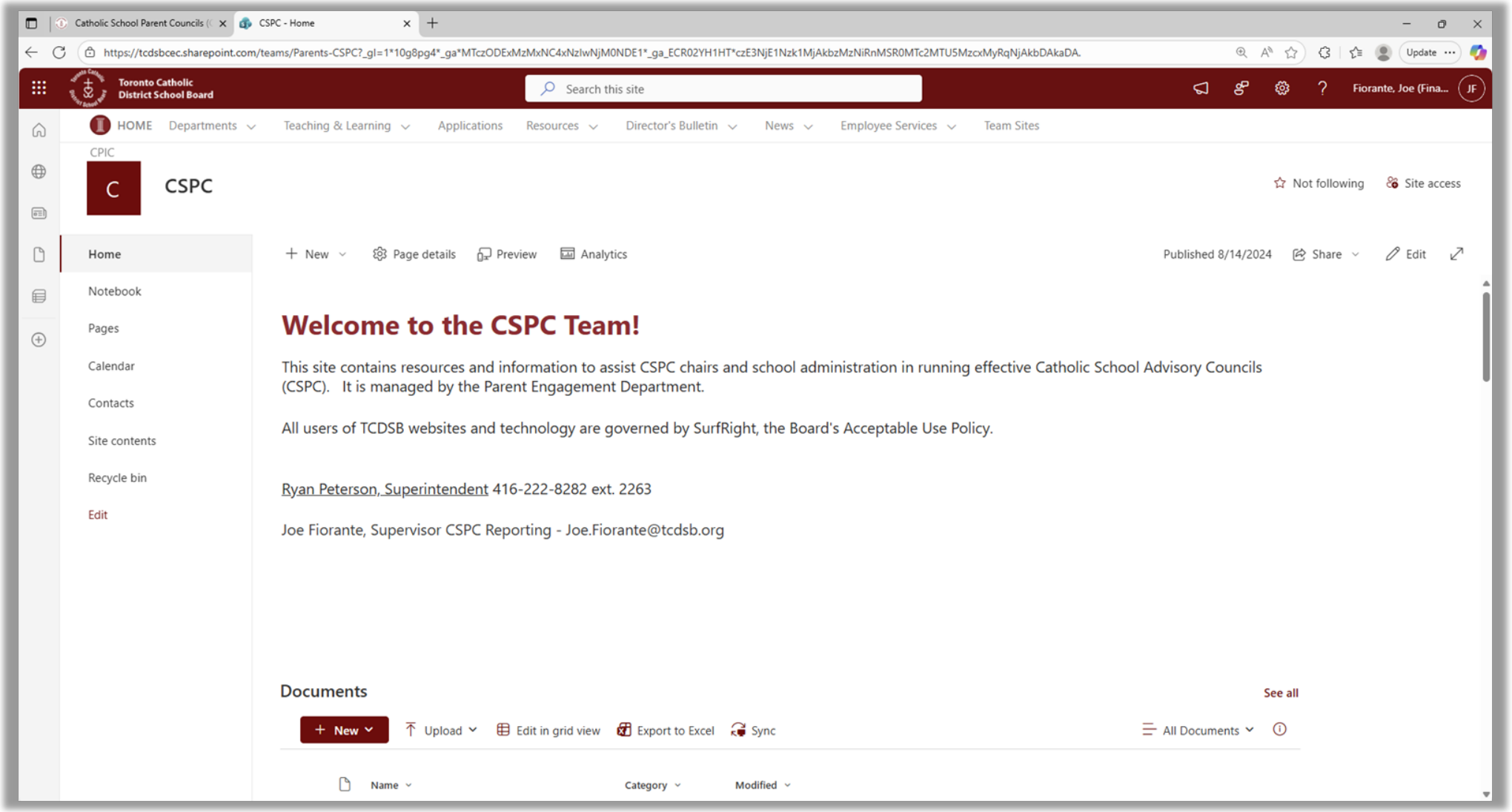
RESOURCES - CSPC WEBSITE

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



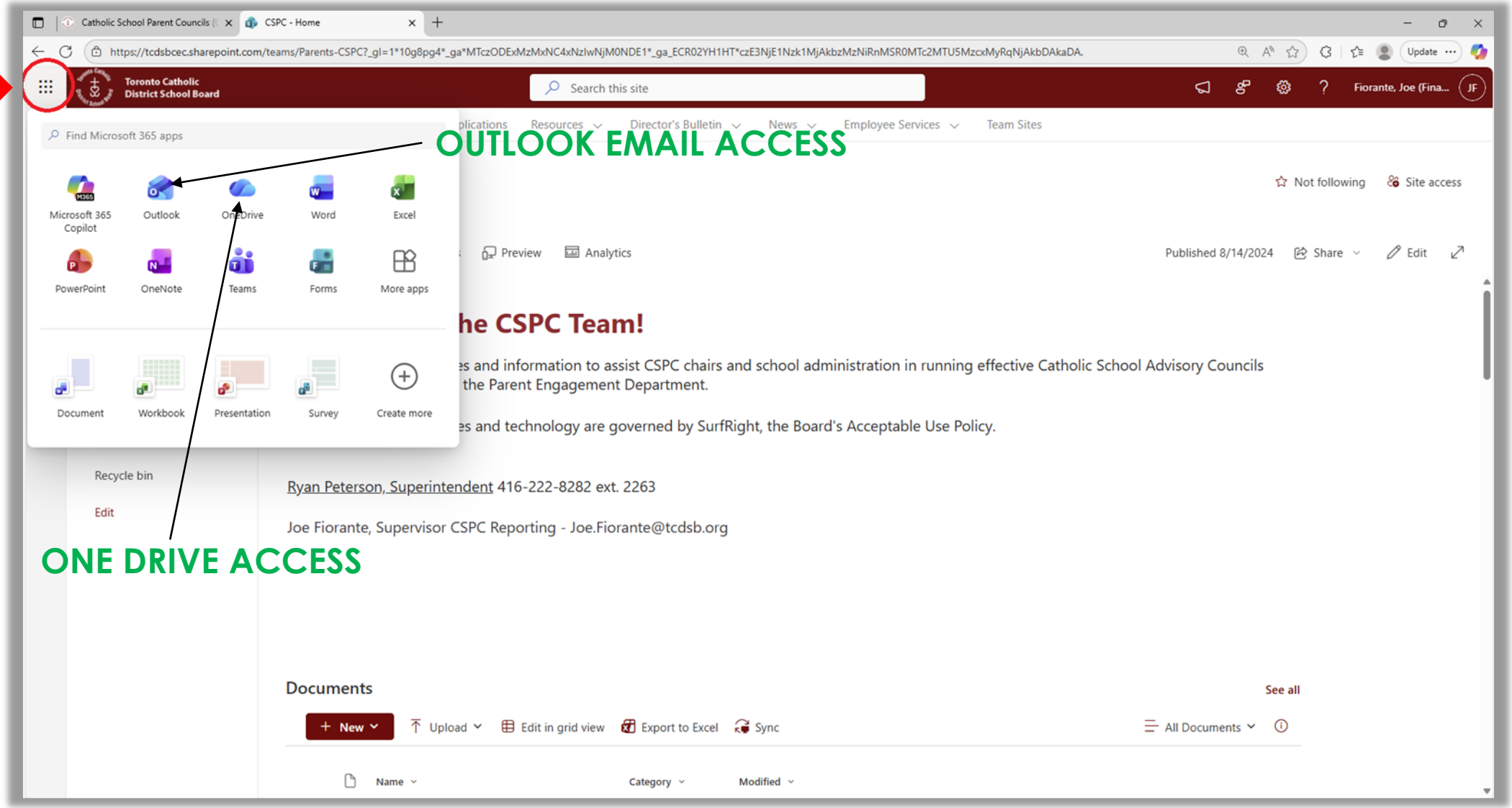
RESOURCES – CSPC SHAREPOINT

CSPC – SharePoint Home



RESOURCES – CSPC SHAREPOINT – EMAIL ACCESS

[CSPC – SharePoint Home]



2026 CPIC ELECTIONS OVERVIEW AND KEY DETAILS

Each October, CPIC conducts its annual election to fill parent representative positions. Visit Catholic Parent Involvement Committee (CPIC) Elections | Toronto Catholic District School Board

Available Positions

- Even Wards: Wards 2, 4, 6, 8 East, 8 West, 10, 12
- Secondary Ward Clusters: East, Central, West
- Odd Wards: Wards 1, 5 East, 9

Length of Term

- Even Wards: 2-year term
- Secondary Ward Clusters: 1-year term
- Odd Wards: 1-year term

Tentative Election Dates

- Wednesday, October 28, 2026: Even Wards
- Thursday, October 29, 2026: Secondary Ward Clusters and Odd Wards

Nomination Submission Deadline

- Saturday, October 17, 2026
- **Additional Information**
- The CPIC elections will be held in conjunction with a virtual CSPC training session.
- Each ward or ward cluster has 10 to 15 schools. Find your ward Toronto Catholic Parent Involvement Committee (CPIC) Ward Clusters

QUESTIONS

CSPCs are supported through their Principals, the Parent Engagement Department, the Financial Services Department, CSPC training sessions, and online resources.

Additional questions can be sent to Parent.Engagement@tcdsb.org

Thank you for the work you do and time you give to your schools.

No more virtual CSPC Training Sessions

Check the CSPC Website for CSPC Resources.