

## School Council Tip Sheet

### How to prepare an annual report and financial statement

At the end of its term, your school council must prepare and submit an annual report to the school and to the board. The annual report must outline the council's goals, activities, and achievements, from September 1 to August 31 inclusive, and must include a financial statement for any fundraising activities. The annual report is used to inform the school community of the council's progress and achievements, to evaluate the council's contributions to the School Success Plan and to prepare the board's year-end financial statement to the Ministry of Education. The annual report, including the financial statement, must be received by the principal, superintendent of education, local trustee(s) and the Communications department at the HJA Brown Education Centre **no later than September 30**. The principal, on behalf of the council, must ensure that a copy of the report is provided to every parent who has a child enrolled in the school.

#### An annual report should include:

- School name
- Date of submission
- Welcoming statement
  - usually written by the chair
  - addressed to parents and school community
  - uses warm, welcoming tone
  - includes an open invitation to attend council meetings
- Activity summary
  - a description of the goal of the report
  - a brief summary of issues, events and activities addressed by council during the year
  - an outline of activities related to the school success plan
  - an acknowledgement of the efforts, commitments and achievements during the year
- Names and positions of council members, including the group each one represents (e.g. parent, teacher representative, support staff representative, etc.)
- Dates of council meetings held during the year
  - include any available information on future meetings (tentative dates, etc.)
- Financial statements, if council held any fundraising events
  - executive summary of finances (cash on hand + revenue – expenses = balance forward)
  - opening balance, detailed breakdown of revenues and expenditures, balance forward
  - copy of year-end bank statement and bank reconciliation

#### Questions to consider

Here are some questions that may help you to prepare the annual report:

- Were you successful in setting goals and objectives for the year?
- Did you accomplish your goals and objectives?
- Did your efforts contribute to the School Success Plan and benefit students? If so, in what way?
- Do you plan to focus on the same priorities in the upcoming year or will you establish new ones?
- Did council members participate in any board or school-based training sessions this year? Have you identified any training needs that will be addressed in the upcoming year?