

WEST VANCOUVER DISTRICT PARENTS ADVISORY COUNCIL



AGENDA - WEDNESDAY, DECEMBER 7, 2022
INGLEWOOD LEARNING CENTRE
 (portables beside WVSS South Campus)
VIRTUAL MEETING - [ZOOM LINK](#)

8:45 am	Coffee Meet & Greet with new Trustees	
9:15 am	Welcome & Call to Order Introductions	Tanja Imhoff
9:20 - 9:30 am	DPAC Business	
	Adoption of Agenda and Minutes Chair's Report Treasurer's Report	Maria Bird Tanja Imhoff Nessa van Bergen
9:30 - 9:40 am	Committee Reports	
	Traffic and Safety Equity, Diversity, and Inclusion	Jatinder Sidhu Nikta Razavi
9:40 - 9:50 am	Board of Education Trustee's Report	Nicole Brown
9:50 - 10:05 am	Superintendent's Report	Chris Kennedy
10:05 am	Upcoming Events	Maria Bird
	DPAC General Meeting New Year DPAC Social	January 4, 2023 TBD
10:05 – 10:25	Presentation #1: Teaching Proficiency through Reading and Storytelling (TPRS)	Michelle Metcalfe
10:25 – 10:35	Q & A	
10:35 – 10:45	Presentation #1: Inglewood Q & A	TBA
10:45 – 11:00 am	Question & Answer Period on PAC Topics	DPAC Exec
11:00 am	Adjourn Meeting followed to be followed by Holiday Luncheon	

NEXT WV DPAC GENERAL MEETING: WEDNESDAY, JANUARY 4, 2022

WEST VANCOUVER DISTRICT PARENTS ADVISORY COUNCIL

West Vancouver District Parent Advisory Council
Treasurer's Report
 As at and for the period ended October 31st, 2022

BUDGET vs. ACTUAL	2022-2023		2022-2023	
	Approved Budget	October Actual	Year-to-Date Actual	+/-
Income				
Gaming Grant	2,500.00	-	2,500.00	0.00
Parent Education	2,000.00	-	-	-2,000.00
Interest	5.00	0.27	0.41	-4.59
Total income	4,505.00	0.27	2,500.41	-2,004.59
Expenses				
Parent Education	4,000.00	-	-	-4,000.00
Discretionary Fund	500.00	-	-	-500.00
Luncheon and meeting costs	3,000.00	-	-	-3,000.00
BCCPAC Conference	450.00	-	-	-450.00
Gifts and appreciation	300.00	-	-	-300.00
BCCPAC membership	150.00	150.00	150.00	0.00
Stationary and admin costs	350.00	-	-	-350.00
Total expenses	8,750.00	150.00	150.00	-8,600.00
Net income/(loss) for the period	-4,245.00		2,350.41	

Bank reconciliations at November 01, 2022

Cash - General Account

Balance per Bank Statement at October 25, 2022: \$7,793.86

Outstanding Deposits (+):

Outstanding cheques(-):

Cash available for use: \$7,793.86

Online Balance at Nov. 01, 2022: \$7,793.86

Cash - Gaming Account

Balance per Bank Stmt at Oct. 3, 2022 \$2,545.63

Outstanding Deposits (+):
Interest **0.27**

Outstanding cheques(-): **0.00**
Chq#206 - BCCPAC Fees **-150.00**

Cash available for use: \$2,395.90

Online Balance at Nov. 01, 2022: \$2,545.90

Summary of the PAC Treasurer's 101 Meeting:

- Updated Treasurer's Handbook has been issued and is available online on our Resources page, along with Shayle Duffield's presentation
- The BCCPAC – Financial Management in PACs and DPACs guidelines are available online on our Resources page.
- Many PACs do not have their Constitution & Bylaws readily available on their websites. Best practice is to have them posted on your site under the title: Governance.
- Many PACs are not following best practices of reporting for their financials. As per the BCCPAC guidelines:
 1. Reports should be in writing—verbal financial reports are not adequate—in a format that is easily read and understood. (An example of what needs to be included is in the appendices of the Leadership Manual)
 2. **The report becomes part of the minutes.** (At the very LEAST, this should include the bank balances and your YTD standings vs. your budget)
 3. Every member attending a meeting is entitled to a copy of the report. Copies should be available for parents unable to attend.
 4. The treasurer does not need to read the report if members have copies. It is enough to highlight significant items.
 5. All records should be brought to every meeting as members are entitled to question the report.
 6. **A separate financial report for a particular event may be appropriate.** For example, if sports day involves the purchase and sale of several items, a separate report showing all items should be prepared. The net results of this report will be reflected in the regular report.
 7. **An annual financial statement showing all revenue and expenditures for the year should be prepared after year-end and presented at the annual general meeting.** (This must be included in your official AGM minutes)
The council may decide to have the financial statements audited or reviewed.
 8. Revenue and expenditures from the BC Gaming Policy and Enforcement Branch are reported separately.
 9. Large expenditures, for example, computers or playground equipment, may take several years to prepare for. **Funds in trust for these purchases should be shown clearly on all reports.** Consult your school district about holding the funds in trust and reducing PST and GST liability.
- Generally Accepted Accounting Principals (GAAP):
 - To avoid confusion, all fundraising by parents, whether for PAC, school, or teacher-sponsored events, should be approved by the PAC, reflected in the PAC minutes, and deposited into the PAC bank account.
- Contingency Funds:
 - The BCCPAC recommends having the equivalent of 1 year's expenses in your contingency fund as a minimum. But remember funds are raised to be spent in the school, not sit in savings.