



ACCESSIBILITY:

To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

To be Completed by Staff and Primary Contacts of School Activities

This form must be completed by the individual who collects any corporate cheques or money. The form is then submitted, along with the funds, to the designated individual in the main office immediately.

Funds Submitted By (Please Print) Source or Purpose of Funds Grade and Room #

Signature Collection Date Date of Activity

Collections:

Bills		
Qty	Amount	
\$5		
\$10		
\$20		
\$50		
\$100		
Total:		

Rolled Coin		
Qty	Amount	
5¢		
10¢		
25¢		
\$1		
\$2		
Total:		

Loose Coins		
Qty	Amount	
5¢		
10¢		
25¢		
\$1		
\$2		
Total:		

Corporate Cheques		
Qty	Amount	Total
Total Cheques:		

Summary	
Total Bills	
Rolled Coin	
Loose Coin	
Cheques	
Total Collected:	

Funds to be Deposited to:

Category: _____

To be Completed by the Administrative Assistant / Finance Administrative Assistant

The Administrative Assistant must recount, verify and record below all funds submitted with this form. Where a difference exists, a third person must verify the difference and sign-off on the difference below.

Actual Amount Counted: Difference: Deposit #:

Received and Counted by (Please Print) Date Signature

Difference Verified by (Please Print) Date Signature
Someone other than the counter

Notice of Collection

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act, the Broader Public Sector Accountability Act, 2010 and the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the School Generated Funds and Fundraising programs. Questions regarding the collection of this information should be directed to finance@wcsb.ca

- Completed by:** Staff or Primary Contact of School Activity
- Distribution:** Staff or Primary Contact of School Activity → Administrative Assistant
- Retention:** Main Office SGF Records (Current + 6 Years)