



## CHANGE IN PRINCIPAL School Generated Funds

### ACCESSIBILITY:

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

This form is to be completed by the Outgoing School Principal immediately following the completion of the May bank reconciliation. The Incoming School Principal must sign the form before final submission. Once complete, the original form must be sent to the Executive Assistant – Corporate Services who will, for CIBC accounts, ensure that signing authority is changed in accordance with this form. For school using banks other than CIBC, the Outgoing Principal will need to go to their individual bank branch, with this completed form to ensure signing authority change over is complete.

### To be Completed by Outgoing School Principal

School: \_\_\_\_\_  
Date of Change: \_\_\_\_\_  
Outgoing Principal: \_\_\_\_\_  
Incoming Principal: \_\_\_\_\_

### Section 1: School Banking Arrangements

The following represents the bank accounts held in the name of the School:

| Bank Account Name | Financial Institution (i.e. CIBC) | Financial Institution Address | Account Number | Signing Authority Names |  | Ledger Balance at May 31 <sup>st</sup> |
|-------------------|-----------------------------------|-------------------------------|----------------|-------------------------|--|--|
|                   |                                   |                               |                | 1.                      |  |  |
|                   |                                   |                               |                | 2.                      |  |  |
|                   |                                   |                               |                | 3.                      |  |  |
|                   |                                   |                               |                | 4.                      |  |  |
|                   |                                   |                               |                | 1.                      |  |  |
|                   |                                   |                               |                | 2.                      |  |  |
|                   |                                   |                               |                | 3.                      |  |  |
|                   |                                   |                               |                | 4.                      |  |  |
|                   |                                   |                               |                | 1.                      |  |  |
|                   |                                   |                               |                | 2.                      |  |  |
|                   |                                   |                               |                | 3.                      |  |  |
|                   |                                   |                               |                | 4.                      |  |  |

Please attach the following to this form:

A copy of the May (or most recently received) bank statement for each of the above listed accounts.

A copy of the May (or most recently completed) bank reconciliation for each of the above listed accounts.

A copy of the May (or most recent) reconciliation overview report for each of the above listed accounts.



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The following is a summary of all significant future commitments that have been made by the School or School Council (as of May 31<sup>st</sup>):  
(i.e. Playground Structure, Outdoor Landscaping, etc.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Section 2: Sign Off

The above information is an accurate representation of the school generated finances as at May 31<sup>st</sup>.

\_\_\_\_\_  
Name of Outgoing Principal

\_\_\_\_\_  
Signature of Outgoing Principal

\_\_\_\_\_  
Date

### To be Completed by Incoming School Principal

I have reviewed the above information and agree that it appears to accurately represent the financial position of the school generated finances, except for the following (if applicable):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\_\_\_\_\_  
Name of Incoming Principal

\_\_\_\_\_  
Signature of Incoming Principal

\_\_\_\_\_  
Date

### Disclaimer

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and protected in accordance with 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 the Executive Assistant – Corporate Services.

To be Completed by: Outgoing School Principal, Incoming School Principal

Description of Use: Original: Executive Assistant – Corporate Services; Copies: 1. School Superintendent; 2. Internal Audit Officer; 3. Current-Year School Generated Fund Records (Retain: Current + 6 Years)