



CHANGE IN PRINCIPAL School Generated Funds

ACCESSIBILITY:

To request this file in large print, please email 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 or most recent bank reconciliation. The Incoming School Principal must sign the form before final submission. Once complete, the original form must be sent to finance@wcdsb.ca who will ensure that signing authority is changed in accordance with this form.

To be Completed by Outgoing 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 st
				1.		
				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 31st):
(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 31st.

Name of Outgoing Principal	Signature of Outgoing Principal	Date
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To be Completed by Incoming 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
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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@wcdsb.ca.

Completed by: Outgoing Principal, Incoming Principal
Distribution: Outgoing Principal → Incoming Principal → Finance (finance@wcdsb.ca) & School Superintendent → Internal Audit Officer
Retention: Main Office SGF Records (Current + 6 Years)