



## Annual School Generated Funds Plan

<b>School Name:</b>	Our Lady of Fatima		<b>Family of Schools:</b> IV			
<b>Principals:</b>	Kevin Brady		<b>School Year:</b> 2017-2018			
<b>Category of Funds</b>	<b>Fundraising Timeline</b>	<b>Opening Balance</b>	<b>Projected Revenues</b>	<b>Projected Expenses</b>	<b>Net Proceeds</b>	
Pizza/Lunch/Milk	Sept-June	\$18300	\$75300	\$46500	\$20500	
Dance-a-thon	October 31	\$0	\$18000	\$2000	\$16000	
					<p><b>Intended Use of Net Proceeds</b></p> <p>Support of S.I.P. Goals (e.g. parent engagement – Multicultural Dinner, Technology Night-\$2000), technology/SMARTBOARD/Pad/Laptop Repairs/Replacements (\$10000), mental health support materials/Kelso Conflict Management Program (\$1000), Trip subsidies-\$2000, Lunch Subsidies-\$2000, outdoor classroom space (\$2,500), P.A.L.S. materials \$500), Playground equipment-\$3000, Phys ed equipment-\$3000, Science Consumables -\$1000, RAZ Kids Reading Program (\$1,500) Classroom wish list items ie. books, games, math manipulatives, headphones(\$10000)</p>	<b>Closing Balance</b>

# Instructions for Annual School Generated Funds Plan

(Rev. July 2017)

In collaboration with School Council, School Administration is to prepare the Annual SGF Plan to report on anticipated school fundraising for the school year using the template on page 2. The template should be completed and submitted to your Superintendent by November 30<sup>th</sup>.

Here are some things to keep in mind when completing the template:

- The Category of Funds column indicates where money will be deposited and the type of fundraising, for example Pizza Days.
- The Fundraising Timeline can be any time period between the start and end of the school year.
- If you have a fundraiser with a remaining balance from last year, include it in the Opening Balance column. For example, if you have \$1,000 left over from Milk sales last year, you would input the amount here.
- Projected Revenues are what you anticipate to raise from the fundraiser. For example, the school buys \$2,000 worth of chocolate bars for students to sell.
- Projected Expenses are the costs associated with running the fundraiser. For Net Proceeds is calculated as follows: Opening Balance + Projected Revenue – Projected Expenses.
- Intended Use of Proceeds should include a list of what the school anticipates on using the funds for, including estimated cost. All purchases made using money from fundraisers must comply with SGF guidelines.
- The Closing Balance is calculated as follows: Net Proceeds – Intended Use of Proceeds.
- Do not include any fundraisers for external charities, such as Halton Food for Thought, Heart & Stroke Foundation, United Way etc.



