

CNB PAC Meeting Via Zoom

Call to Order 6:33pm

-In attendance:

Elise Saraceni; Curtis Schreiber; Rebecca Ashley; Wendy Sutherland; Chantelle Desrosiers

- Welcome

- Round table introduction

- Adoption of the minutes from last meeting (May 17th, 2021-via Zoom)

- First: Chantelle Desrosiers, Second: Wendy Sutherland

- Adoption of the Agenda

- First: Sarena Smith, Second: Wendy Sutherland

Chair Report

- Rebecca

- None at this time

COPAC Report

-Sarena

- Gave highlights of meeting
- See COPAC meeting minutes

Store Report

- Wendy

- Store was open Tuesday-Friday
- Was very busy
- Grossed about \$200.00-\$350.00 per day
- Wendy answered some questions from Elise regarding the store

Communications Secretary Report

- Sarena

- None at this time

Treasurer's Report

- Attached to Appendix A

- PST Rebate was discussed
- Decided to hold off on submitting rebate until one more payment has been made
- Received an update on Nature's Fair fundraiser-ongoing

Admin Report

- Curtis and Elise

- Elise introduced herself and told us about her family, career history and back round. She is excited to join SD23. She shared that Curtis has been great during the transition.
- Curtis took the opportunity to thank the PAC
- Spoke about Outdoor Activity days planned:
 - Grade 8-Monday, July 28
 - Grade 7- Thursday, July 24
 - Grade 6-Friday, July 25
- Kids will have an Indigenous day celebration
- Grade 7's published around 45 books available in the library
- Some grades will be taking part in hikes the last week
- Curtis was happy with how COVID was navigated by parents
- Grade 8 class this year was the first Grade 6 class for CNB
- They will be placing their handprints on the basketball wall
- Celebrations for the grade 8's will include a power point presentation, pizza, fun activity and pictures

Monday, June 21, 2021

- Students will be dismissed at 10am on Tuesday, June 29
- . Rebecca inquired about missed Apple Bowl Track Meets
- Curtis let u know that the Apple Bowl is booked for the next school year
- As no schools were able to do track and field, no inter-school competing took place
- . Wendy asked if we could provide ice cream for the Grade 8's. Curtis and Wendy will discuss
- School District is hoping for all to be bad to "normal" in September 2021
- Masks will likely be required
- A lot will be dependant on vaccination status
- More funding for cleaning
- New school year will include lockers
- Curtis appreciated some protocols and will be looking at some "COVID Keeps"

Executive Roles as Elected in May 2021 Meeting

- **President: Sarena Smith**
- **Vice President: Rebecca Ashley**
- **Secretary: Sandy Dunn**
- **Treasurer: Vacant**

Meeting adjourned

Appendix A

June 21, 2021

Treasurer Report

1. General Account

The general account opened May 1 with \$6,971.57 and closed May 31 at \$7,626.62. The \$4.95 monthly plan fee was withdrawn. The deposit for \$660.00 for With Love Photography was deposited on May 21. We send a start-up store cheque to CNB for \$1000.00 that was cashed on June 7. No cheques are outstanding, and the balance is \$6,626.62 on June 21, 2021.

2. Gaming Account

The gaming account opened May 1 with \$14,503.53 and closed May 31 at \$13,409.67. The \$4.95 monthly plan fee was reversed as balance in the account was high enough. The three cheques outstanding from April have all been cashed. One to CNB for the final teacher requests for \$641.36, one to Melissa for \$99.68 for the teacher appreciation sign and one to CNB for \$352.82 for breakfast club. Our playground payment of \$10,000 was cashed June 2 leaving the balance on June 21 as \$3,409.67.

3. Nature's Fare Receipts

I continue to drop off receipts from the school to Wendy. Wendy has submitted our receipts with at pre tax amount of \$2970.41 and our 3% profit will be \$89.10. I will deposit as soon as I see the cheque.

4. Teachers Requests

All teacher requests were completed and paid.

5. Signing Authority

We will address this in the 2021/2022 school year with the new executive

6. Auditing of Books

I received the Pac books back from Matt on May 30, 2021 and the following is his recommendations and comments

My apologies for taking so long to get to this. I finally had a chance to take a look at the 2019-2020 financial information you provided for the CNB PAC. See below for some feedback.

- *Overall, I'm very impressed.*
- *Records are very well organized and complete.*
- *All store deposits appear to have dual signatures - very important as cash is always your biggest risk.*
- *All monthly bank statements are signed by both President and Treasurer. I really like this control as it means more than just the Treasurer is seeing what's actually hitting the bank each month.*
- *Bank statements have notations on each line item and align with the reconciliation reports from Excel. Again, great control and makes it very easy to tie from the bank statement to the Excel reports.*

A few comments for improvement:

- *Cheque #256 to Dustin Joslin for Karat Chocolates --> this cheque and the accompanying invoice were both approved by Trina Joslin, my guess being that they are related; both cheque and invoice had a second approver (which is good), but PAC Executive members should not be approving/signing any cheques or invoices for themselves or family members. This is as much for perception of independence as anything due to the second approval being in place, so not really a big deal.*
- *Monthly P&L's have the fiscal year noted at the top, but not the period of the particular report (i.e. which month is this report for). It's written at the top manually on most report included in the binder, but would be best if it were in the title when the report is printed (e.g. "As at March 31, 2020").*
- *When it comes to P&L's, I always like to see a comparison of Actual vs. Budget and/or vs. Prior Year. Gives some idea of how things are shaping up vs. what was expected. Even if it's just for the end of the year rather than monthly, that might be a nice addition to the reports.*
- *For the store, would it be useful information to break out "Store Supplies" into Inventory (stuff to sell) and Supplies (baskets, paper, etc.)? Thinking "Cost of Goods Sold" vs. "Operating Expense". Again, not required, just food for thought.*

Monday, June 21, 2021

That's about it for now. Again, great job by the PAC - it seems clear that the Exec is concerned about proper controls and accountability, which is always your best defense against risk.

Matt

7. PST

We have decided to postpone the application for the pst rebate until we have paid more on the climber. We are only eligible for the rebate on the amount we have paid at the time we do the application. This will need to be addressed next year.

8. Cheques

All cheques written to the Pac have to be made out to Constable Neil Bruce Middle School Pac. Anything else effective immediately will not be able to be deposited. If we want to change this then two people with signing authority can make an appointment and go in to add a dba (eg. "CNB Pac"). When we go in for signing authority we can address this also. We need to update the phone number on file as well.