

**Collège Béliveau Parent Advisory Council  
Annual General Meeting**

**Tuesday, December 8, 2020 - 6:30 PM**

**Minutes**

**PRESENT:** Jen Shapka, Helena Zutter, Michael Goldhauer, Christina Stachowicz, Claudette Thibert, Vanessa DeFoort, Sheila Holden, Tina Choy-Pohl, Donna Watson, Laura Barkman, Therese Houston, Diane Lamirande, Gilles Mousseau, Aga SanJuan, Margaret Story

**REGRETS:** Kelly Grijalva, Wendy Bowen, Michelle Hodnett, Cheryl Wieclawski

1. CALL TO ORDER – 6:35 PM by Therese

2. ITEMS TO BE ADDED TO THE AGENDA – none

3. APPROVAL OF MINUTES – September 17, 2019 AGM

Motion: To approve minutes of September 17, 2019 AGM as presented.

Moved by Helena, seconded by Laura. PASSED

4. BUSINESS ARISING FROM THE MINUTES – None

5. ANNUAL REPORT – Therese Houston

- Interesting year

6. TREASURER'S REPORT - Tina Choy-Pohl

- Ending bank balance on August 31, 2019: \$7,606.29
- Spending was less than expected due to the pandemic – very little operations between March and year end.
- See attached report

Collège Béliveau Parent Advisory Council Statement of Financial Position August 31, 2020		
<b>ASSETS:</b>		
Cash		\$7,606
Accounts Receivable		\$0
<b>Total Assets</b>		<b>\$7,606</b>
<b>LIABILITIES &amp; NET ASSETS:</b>		
Total Liabilities		\$0
Net Assets		\$0
<b>Total Liabilities and Net Assets</b>		<b>\$0</b>

Collège Béliveau Parent Advisory Council Bank Reconciliation as of August 31, 2020	
Bank balance, Aug 31, 2020	7,606.29
Add: Deposits in process/Receivables	-
-	-
-	-
-	-
Total Additions	-
Less: Outstanding cheques/Payables	-
-	-
-	-
-	-
Total Deductions	-
<b>Book Balance, Aug 31, 2019</b>	<b>7,606.29</b>
<b>Verification:</b>	
Starting Book Balance, Sep 1, 2019	5,090.53
Cash Receipts & Accts Receivable	9,884.76
Cash Disbursements & Accts Payable	(7,369.00)
<b>Book Balance, Aug 31, 2020</b>	<b>7,606.29</b>

Prepared by:  
Tina Choy-Pohl  
07-Dec-20

Collège Béliveau Parent Advisory Council Statement of Operations September 1, 2019 to August 31, 2020			
Revenue	YEAR-TO-DATE		Notes
	ACTUAL	FORECAST	
Show and Save (net)	950	2,500	(1,550) 1, 4
Farm to School (net)	2,489	2,400	89
Student Fees @ \$2/student x 600 students	1,200	1,200	- 4
Glenlea Greenhouse (net)	-	600	(600)
Other Fundraising (net)	-	-	-
Donations	4	-	4
Bank Interest	3	-	3
<b>Total Revenue</b>	<b>4,646</b>	<b>6,700</b>	<b>(2,054)</b>
<b>Expenditures</b>			
Staff Appreciation Week	-	591	(591)
Other School Climate & Student Support	-	-	-
CB en Vitalité	1,500	1,500	-
Comedie Musicale	-	750	(750)
Other Educational Enhancements	-	3,000	(3,000) 2
Council Operations	30	200	(170) 3
Scholarship	600	600	-
Bank Fees	-	-	-
Other	-	-	-
<b>Total Expenditures</b>	<b>2,130</b>	<b>6,641</b>	<b>(4,511)</b>
<b>NET INCOME (LOSS)</b>	<b>2,516</b>	<b>59</b>	<b>2,457</b>
Opening Net Assets, Sep 1, 2019	5,091	5,091	
<b>Net Assets Available, Aug 31, 2020</b>	<b>7,606</b>	<b>5,150</b>	
<b>Notes:</b>			
1. 190 books sold @ \$10/profit. 50% to PAC, 50% to CB. Profit in 18/19 was \$12/book.			
2. \$2,000 carryover from 18/19 unspent funds. Approx \$1,400 less profit in S&S. Projection adjusted downwards.			
3. Main expenditures are MB Assn Parent Councils, Cdn Parents for French, AGM; donation of Farm to School vegetables to local organization			



6th Floor, 200 Main Street  
Winnipeg, MB R3C 1A8  
www.assiniboine.mb.ca

Phone: 204.958.8588  
Fax: 204.958.7348  
cu@assiniboine.mb.ca

## Account transactions

Transactions between Sep 01, 2019 and Aug 31, 2020

**Account name** Community Builder  
**Account number** ██████████  
**Balance** \$7,606.93 CAD

Transaction Date	Description	Amount	Balance	Currency
Aug 31, 2020	Credit Interest	\$0.22	\$7,606.29	CAD
Jul 31, 2020	Credit Interest	\$0.22	\$7,606.07	CAD
Jun 30, 2020	Credit Interest	\$0.25	\$7,605.85	CAD
Jun 25, 2020	Cheque Clearing Postable Cheque #14, Effective Date 6/24/2020	-\$600.00	\$7,605.60	CAD
May 31, 2020	Credit Interest	\$0.27	\$8,205.60	CAD
Apr 30, 2020	Credit Interest	\$0.26	\$8,205.33	CAD
Mar 31, 2020	Credit Interest	\$0.27	\$8,205.07	CAD
Feb 29, 2020	Credit Interest	\$0.25	\$8,204.80	CAD



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Jan 31, 2020	Credit Interest	\$0.27	\$8,204.55	CAD
Dec 31, 2019	Credit Interest	\$0.34	\$8,204.28	CAD
	Cheque			
Dec 17, 2019	Clearing Postable	-\$1,250.00	\$8,203.94	CAD
	Cheque #13, Effective Date 12/16/2019			
	Cheque			
Dec 07, 2019	Clearing Postable	-\$1,100.00	\$9,453.94	CAD
	Cheque #12, Effective Date 12/6/2019			
Nov 30, 2019	Credit Interest	\$0.40	\$10,553.94	CAD
Nov 05, 2019	Deposit	\$7,982.00	\$10,553.54	CAD
	Cheque			
Oct 05, 2019	Clearing Postable	-\$2,519.00	\$2,571.54	CAD
	Cheque #11, Effective Date 10/4/2019			
Sep 30, 2019	Credit Interest	\$0.01	\$5,090.54	CAD

Collège Béliveau Parent Advisory Council 2019/20 Cheque Register / Reconciliation of Funds August 31, 2020				
<b>Beginning balance - September 1, 2019</b>				<b>\$5,090.53</b>
<b>Deposits:</b>				
30-Sep-2018	✓	Interest	ACU interest	0.01
31-Oct-2019	✓	Deposit	Farm2School	4,982.00
31-Oct-2019	✓	Deposit	Show & Save	3,000.00
31-Oct-2019	✓	Deposit	College Beliveau - Student Fee	1,200.00
30-Nov-2019	✓	Interest	ACU interest	0.40
31-Dec-2019	✓	Interest	ACU interest	0.34
30-Jan-2020	✓	Interest	ACU interest	0.27
29-Feb-2020	✓	Interest	ACU interest	0.25
31-Mar-2020	✓	Interest	ACU interest	0.27
30-Apr-2020	✓	Interest	ACU interest	0.26
31-May-2020	✓	Interest	ACU interest	0.27
30-Jun-2020	✓	Interest	ACU interest	0.25
31-Jul-2020	✓	Interest	ACU interest	0.22
31-Aug-2020	✓	Interest	ACU interest	0.22
				9,184.76
<b>Disbursements:</b>				
		<b>Chq #</b>		
04-Oct-2019	✓	11	K. Nelson Farm2School - reimbursement	(2,519.00)
31-Oct-2019	✓	12	Show & Save Show & Save net cost	(1,100.00)
31-Oct-2019	✓	13	College Beliveau Show & Save school profit	(950.00)
24-Jun-2020	✓	13	College Beliveau CB en Vitalite	(1,500.00)
24-Jun-2020	✓	14	College Beliveau Bursaries (2 x \$300)	(600.00)
				(6,669.00)
<b>Ending balance</b>				<b>\$7,606.29</b>

Aug 31 20 CB PAC - Dec 7 20 TCP[1920 cheque register]

## 7. ELECTION OF OFFICERS

Chair	Therese Houston	motioned by Aga, seconded by Donna
Vice- Chair	Donna Watson	Acclamation
Treasurer	Tina Choy-Pohl	Acclamation
Secretary	Laura Barkman	motioned by Helena, seconded by Tina

Member-at-large for voting member Margaret Story volunteered, seconded by Laura

## 8. COMMITTEE CHAIRS

Parent Volunteer Committee	Helena Zutter and Christina Stachowicz
Fundraising Committee	Vacant
Staff Appreciation	Vacant

## 9. PARENT QUESTIONS - None

## 10. ADJOURNMENT – 7:00 PM, moved by Helena, seconded by Donna.