

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School Nelson Heights School

Project Name Library

Person Responsible Ms. Corr

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?
Advertising on web site, announcements, newsletters home, and School Messenger push-outs in the form of email and text messages.

What sources of revenue are to be collected?
School Cash online payments, and in some cases cash payment. There may also be some fundraisers that create revenue.

What will be purchased with the funds?
All money raised by the library stays in the library to purchase new books, etc.

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?
Funds will remain in this account and will directly benefit students at the discretion of School Council and School Administration.

Shaula Corr
Person Responsible


Signature

Date
02/28/18
Date

Jason Whaley
Principal


Signature

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School **Nelson Heights School**

Project Name **Grade 5**

Person Responsible **Mr. M. Gillis, Mrs. Thomas, Mrs. Bailey, Mrs. Densmore**

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?

Advertising on web site, announcements, newsletters home, and School Messenger push-outs in the form of email and text messages.

What sources of revenue are to be collected?

School Cash online payments, and in some cases cash payment. Grade 5 students also do the recycling at NHS.

What will be purchased with the funds?

Fees for costs of participating in the year end field trip. These include registration and transportation. They may also purchase food for a grade level celebration.

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?

Funds will remain in this account and will directly benefit students at the discretion of School Council and School Administration.

Mitchell Gillis
Person Responsible


Signature


Date

Jason Whaley
Principal


Signature


Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School Nelson Heights School

Project Name WE Day

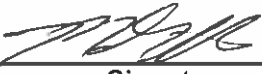
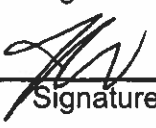
Person Responsible Mr. M. Gillis

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?
Advertising on web site, announcements, newsletters home, and School Messenger push-outs in the form of email and text messages.

What sources of revenue are to be collected?
School Cash online payments, and in some cases cash payment. There may also be some fundraisers that create revenue.

What will be purchased with the funds?
Fees for costs of participating in the event. These include registration and transportation.

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?
Funds will remain in this account and will directly benefit students at the discretion of School Council and School Administration.

Mitchell Gillis		02/28/18
Person Responsible	Signature	Date
Jason Whaley		02/28/18
Principal	Signature	Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School Nelson Heights School

Project Name Band Field Trip

Person Responsible Mrs. Bailey

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?

Letter to parents of band students.

What sources of revenue are to be collected?

Fees from parents.

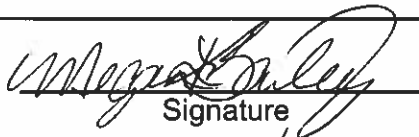
What will be purchased with the funds?

Transportation and entry fees into the competition.

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?

Funds will remain in this account and will directly benefit students at the discretion of School Council and School Administration.

Megan Bailey
Person Responsible


Signature

Feb 28/18
Date

Jason Whaley
Principal


Signature

02/28/18
Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School Nelson Heights School

Project Name Recorder Sales

Person Responsible Mrs. Bailey

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?
Advertising on web site, announcements, newsletters home, and School Messenger push-outs in the form of email and text messages.

What sources of revenue are to be collected?
School Cash online payments, and in some cases cash payment.

What will be purchased with the funds?
Recorders

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?
Funds will remain in this account and will directly benefit students at the discretion of School Council and School Administration.

Megan Bailey
Person Responsible


Signature

Feb. 28/18
Date

Jason Whaley
Principal


Signature

02/28/18
Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School Nelson Heights School

Project Name Year End Outstanding

Person Responsible Secretary

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?

Program created entries representing outstanding cheques from prior year during the year end process.

What sources of revenue are to be collected?

none

What will be purchased with the funds?

none

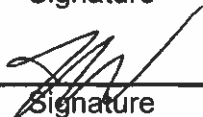
Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?

Year end balance should be \$0.00.

Person Responsible

Jason Whaley
Principal

Signature



Signature

Date

02/28/18
Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School **Nelson Heights School**

Project Name **Tournaments**

Person Responsible **Secretary**

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?

Advertising on web site, announcements, newsletters home, and School Messenger push-outs in the form of email and text messages.

What sources of revenue are to be collected?

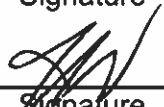
School Cash online payments, and in some cases cash payment. There may also be some fundraisers that create revenue.

What will be purchased with the funds?

Fees for costs of participating in the event. These include registration and transportation.

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?

Funds will remain in this account and will directly benefit students at the discretion of School Council and School Administration.

Person Responsible	Signature	Date
Jason Whaley		02/28/18
Principal	Signature	Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School Nelson Heights School

Project Name Staff Fund

Person Responsible Secretary

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?

Staff are aware that this is for staff purposes only. This is done at staff meetings and through email.

What sources of revenue are to be collected?

Staff fee through School Cash online or cash payment.

What will be purchased with the funds?

Apprciation gifts, get well cards, flowers, etc.

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?

Any surplus in this category will be a part of the staf fund for next year.

Person Responsible

Signature

Date

Jason Whaley
Principal



Signature

02/28/18
Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School Nelson Heights School

Project Name Staff Coffee

Person Responsible Secretary

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?

Staff and school council are made aware of this expense for coffee and light snacks.

What sources of revenue are to be collected?

Money collected from staff, as well as money from this account with permission from School Council.

What will be purchased with the funds?

Coffee, light snacks.

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?

Any deficit will be covered by surplus dollars in this account generated from the booth operation.

Person Responsible

Signature

Date

Jason Whaley
Principal



Signature

02/28/18
Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School **Nelson Heights School**

Project Name **Ski Day**

Person Responsible **Secretary**

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?

Advertising on web site, announcements, newsletters home, and School Messenger push-outs in the form of email and text messages.

What sources of revenue are to be collected?

School Cash online payments, and in some cases cash payment.

What will be purchased with the funds?

Fees for costs of participating in the event. These include registration and transportation, optional meal.

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?

Funds will remain in this account and will directly benefit students at the discretion of School Council and School Administration.

Person Responsible

Signature

Date

Jason Whaley
Principal


Signature

02/28/18
Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School **Nelson Heights School**

Project Name **NHS Clothing**

Person Responsible **Secretary**

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?

Advertising on web site, announcements, newsletters home, and School Messenger push-outs in the form of email and text messages.

What sources of revenue are to be collected?

School Cash online payments, and in some cases cash payment.

What will be purchased with the funds?

All associated costs for the clothing, plus an extra charge that will go towards the grade 6 field trip.

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?

Funds will remain in this account and will directly benefit students at the discretion of School Council and School Administration.

Person Responsible

Jason Whaley
Principal

Signature



Signature

Date

02/28/18
Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School Nelson Heights School

Project Name Gym Strip

Person Responsible Secretary

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?

Advertising on web site, announcements, newsletters home, and School Messenger push-outs in the form of email and text messages.

What sources of revenue are to be collected?

School Cash online payments, and in some cases cash payment.

What will be purchased with the funds?

Fees for costs of the gym strip and delivery.

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?

Funds will remain in this account and will directly benefit students at the discretion of School Council and School Administration.

Person Responsible

Signature

Date

Jason Whaley
Principal


Signature

02/28/18
Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School Nelson Heights School

Project Name GST Receivable

Person Responsible Secretary

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?

Program automatically tracts the 68% of GST paid as Reciveable from CRA. Annually Division Office Staff prepares the GST Rebate for refund to the school account.

What sources of revenue are to be collected?

No Revenue

What will be purchased with the funds?

No Expenses

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?

Current year balance to be received the year following. Funds will remain in this account and will directly benefit students at the discretion of School Council and School Administration.

Person Responsible

Signature

Date

Jason Whaley
Principal


Signature

02/28/18
Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

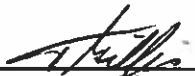

School	Nelson Heights School
Project Name	Grade 8
Person Responsible	Marguerite Miller, Tom Gillis

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?
Advertising on web site, announcements, newsletters home, and School Messenger push-outs in the form of email and text messages.

What sources of revenue are to be collected?
School Cash online payments, and in some cases cash payment. There may also be some fundraisers that create revenue.

What will be purchased with the funds?
Fees for costs of participating in the event. These include registration and transportation.

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?
Funds will remain in this account and will directly benefit students at the discretion of School Council and School Administration.

Tom Gillis Person Responsible	 Signature	02/28/18 Date
Jason Whaley Principal	 Signature	02/28/18 Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18



School	Nelson Heights School
Project Name	Grade 6
Person Responsible	Chelsey Plain, Bill Mathias, Jill Graham

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?
Advertising on web site, announcements, newsletters home, and School Messenger push-outs in the form of email and text messages.

What sources of revenue are to be collected?
School Cash online payments, and in some cases cash payment. There may also be some fundraisers that create revenue.

What will be purchased with the funds?
Fees for costs of participating in the event. These include registration and transportation. For grade 6, this will be their year-end field trip.

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?
Funds will remain in this account and will directly benefit students at the discretion of School Council and School Administration.

<u>Bill Mathias</u> Person Responsible	<u></u> Signature	<u>02/28/18</u> Date
<u>Jason Whaley</u> Principal	<u></u> Signature	<u>02/28/18</u> Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School **Nelson Heights School**

Project Name **Booth**

Person Responsible **Jason Whaley**

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?

Advertising on web site, announcements, newsletters home, and School Messenger push-outs in the form of email and text messages.

What sources of revenue are to be collected?

Fees from parents through school cash online and walk-up cash purchases.

What will be purchased with the funds?

Fees from students for pre-ordered lunches, as well as purchasing snacks at a walk-up counter.

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?

Funds will remain in this account and will directly benefit students at the discretion of School Council and School Administration.

Jason Whaley
Person Responsible


Signature

02/28/18
Date

Jason Whaley
Principal


Signature

02/28/18
Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School **Nelson Heights School**

Project Name **Back to Budget**

Person Responsible **Secretary**

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?

Funds collected for Budget Items (workbooks etc) are collected here and remitted to NLSD Division office monthly. Occasionally Division office expenses are paid at the school level and these amounts are collected monthly. The program collects these items on the GL Reimbursement Form.

What sources of revenue are to be collected?

None

What will be purchased with the funds?

None

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?

Final month of remittance or reimbursement will be cleared in first months of following year.

Person Responsible

Jason Whaley
Principal

Signature


Signature

Date

02/28/18
Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School Nelson Heights School

Project Name Agenda

Person Responsible Secretary

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?

This will be done on the supply list as an optional purchase.

What sources of revenue are to be collected?

Actual cost of the agenda. Cost recovery only.

What will be purchased with the funds?

School agendas - grade 5 and 6 (not for 2017-2018)

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?

Funds will remain in this account and will directly benefit students at the discretion of School Council and School Administration.

Person Responsible

Signature

Date

Jason Whaley
Principal


Signature

02/28/18
Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: **2017-18**

School **Nelson Heights School**

Project Name **Administration**

Person Responsible **Secretary**

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?

This will not be communicated. They are banking fees and associated costs.

What sources of revenue are to be collected?

No associated revenue.

What will be purchased with the funds?

Banking services

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?

There will only be a deficit at the end of this, covered by the booth funds.

Person Responsible

Jason Whaley
Principal

Signature


Signature

Date

02/29/18
Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School Nelson Heights School

Project Name Float

Person Responsible Secretary

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?

There is no specific project associated with this category.

What sources of revenue are to be collected?

No revenue will be collected from this category. It is simply an accounting of money to a cash float for the booth at the beginning of the year.

What will be purchased with the funds?

Nothing will be directly purchased with these funds.

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?

There will be no surplus or deficit at the end of the school year in this category.

Person Responsible

Signature

Date

Jason Whaley



Signature

02/25/18
Date

Principal

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School **Nelson Heights School**

Project Name **Field Trip**

Person Responsible **Secretary**

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?

Advertising on web site, announcements, newsletters home, and School Messenger push-outs in the form of email and text messages.

What sources of revenue are to be collected?


School Cash online payments, and in some cases cash payment.

What will be purchased with the funds?

Fees for costs of participating in the event. These include registration and transportation.

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?

Funds will remain in this account and will directly benefit students at the discretion of School Council and School Administration.

Person Responsible	Signature	Date
Jason Whaley Principal	 Signature	02/28/18 Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School **Nelson Heights School**

Project Name **Donations**

Person Responsible **Secretary**

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?

These are ongoing, mostly seasonal fundraisers that students participate in. They are advertised through school websites, announcements, and social media accounts. An example of this would be the Terry Fox Run.

What sources of revenue are to be collected?

Seasonal fundraisers, mostly from charitable organizations.

What will be purchased with the funds?

Donated to the specific organization and to be used at their discretion.

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?

Funds will remain in this account and will directly benefit students at the discretion of School Council and School Administration.

Person Responsible

Jason Whaley
Principal

Signature



Signature

Date

02/28/18
Date

SCHOOL GENERATED FUNDS - PROJECT PLAN

School Year: 2017-18

School **Nelson Heights School**

Project Name **Cash Over Short**

Person Responsible **Secretary**

Purpose and Timelines of Project. How is the purpose of the project to be communicated to stakeholders before they provide funds?

Stakeholders will not be providing funds directly to this category.

What sources of revenue are to be collected?

Any overages in cash collected from various events.

What will be purchased with the funds?

There are no plans to make any purchases from these funds.

Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?

Funds will remain in this account and will directly benefit students at the discretion of School Council and School Administration.

Person Responsible

Signature

Date

Jason Whaley
Principal


Signature

02/28/18
Date