

Altadore Elementary School Parent Association and School Council Handbook

2023

This handbook has been created to assist with the effective administration of the Altadore School Council and Altadore Elementary School Parent Association.



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PURPOSE

This Handbook has been created to assist with the administration of the Altadore Elementary School Parent Association and the Altadore Elementary School Council. It is a resource for members, parents/guardians, and interested community members, to understand how the Association and the Council are structured, the roles of members and how they support Altadore School.

The Handbook should be provided to all new School Council and Parent Association members. It should be reviewed and updated regularly to ensure it is a relevant resource.



ALTADORE ELEMENTARY SCHOOL PARENT ASSOCIATION

The Altadore School Parent Association is a registered non-profit organization that exists to fundraise for Altadore School. It is run by a volunteer Board of Directors (also known as the Executive, or Trustees) and is governed by the Altadore Elementary School Parents' Association By-Laws. The Parent Association by-laws can be found on the Altadore School website, and on the School Council Google Drive. All parents and guardians of student currently enrolled in Altadore School are members of the Parent Association.

EXECUTIVE POSITIONS

The Altadore Parent Association Executive Positions are elected at the June Association AGM (Information provided to incoming kindergarten parents at orientation). Executive members are often called "Board Members" or "Trustees" -- they maintain the public trust and assure that an organization will be managed in an ethical, legal, and financially responsible manner.

In addition to the responsibilities outlined in the Altadore Elementary School Parent Association By-laws, the following are some of the ongoing tasks of the Executive.

President

Altadore Parent Association President plays a vital role in facilitating effective administration of the Parent Association.

Some typical duties include:

- Is familiar with the Parent Association Bylaws, roles of members, and this Handbook.
- ensuring responsibilities for Association members are clearly defined.
- chairing and organizing meetings and ensuring respectful participation is in place.
- Setting agenda items and meeting dates.
- regularly checking in to support Parent Association executive and committee members.
- Participating in the development of the Parent Association budget

Vice-President

The Vice-President supports the President throughout the school year, handling meetings when necessary. The Vice-President is intended to take over when the President's term is complete, assuming no other nominees come forward or are elected; however, this is not a requirement.

The Vice-President is privy to preliminary budget meetings and attends as many Parent Association meetings and Executive meetings as possible to become familiar with the requirements of the President. This helps to ensure a smooth transition should the Vice-President assume the role of President.

Treasurer

The Treasurer provides a detailed overview of the Parents' Association's financial transactions. The Treasurer must be knowledgeable about the financial status of both accounts and provide monthly budget updates at Association meetings. The Treasurer must ensure that appropriate documents are completed for all financial transactions.



With the President, the Treasurer produces an Annual Budget Report and Casino Funds report to be presented at the AGM in June. The Annual Budget report includes an update on the actuals spent for the current school year. The Casino report includes an update on what Casino funds were spent on in the current school year.

In a non-profit organization, all members of the volunteer Board of Directors are equally responsible for financial management. The Treasurer is a critical leader in this effort. Everyone should read and understand the Treasurer's report, ask questions for any clarification required, and be knowledgeable about the finances to ensure appropriate management decisions are made.

Banking

The Parent Association banks at the ATB Financial Marda Loop branch located at 2140-34th Avenue SW. Whenever there are Executive Officer changes within the Association, the signing authorities need to be updated in the branch. The President or Treasurer should provide the bank with a new list of signing officers, remove all old signing officers and have the bank signature cards updated. Two signatures are required on all cheques. The approved signatories are the President, Treasurer, and Casino Chair

There are bank accounts for the Association and the Casino. If you require information on the accounts, please contact the Treasurer.

Cash Policies

Any money collected as part of fundraising efforts, or special school events must be counted and reconciled at the school. At least two counters are required to be present. The signatures of all money counters must be included with the reconciliation. A balance sheet must accompany all monies (see Appendix for template). Monies and balance sheet are then provided to the Banker for deposit. The Banker will then communicate the details of the monies received to the Treasurer to be recorded.

Budget

A comprehensive budget for the Parent Association is to be prepared prior to and approved at the June AGM. The budget is a collaboration with the Treasurer, President, Vice-President, and Fundraising Coordinator. School Administration provides input into expense requests for the budget.

Expense Reimbursement

The Parent Association will reimburse individuals for expenses that have been paid for personally, provided that the expense is within budget and has been approved by the President or Treasurer, or has been approved specifically at an Association meeting. The Parent Association reserves the right to deny any reimbursements if the amount was not pre-approved as required above.

The Expense Requisition form can be found in the Appendix of this document. Receipts and a completed requisition form are to be submitted to the Treasurer. Receipts must be specific and should only contain items purchased with the intent of reimbursement.

The payee cannot authorize cheque requisitions.

Financial Returns



Financial Returns are to be filed every year. Although the Incorporation Anniversary is February 1st, the financial reports do not need to be filed until year-end on June 30th. The package must include financial statements presented at the Association's last annual general meeting. A list of officers and directors must be included. Returns are sent to:

Alberta Registries Corporate Registry PO Box 1007, Station Main Edmonton, AB T5J 4W6

Society Information Alberta Societies Act

Corporate Access Number: 504830506 as Altadore Elementary School Parents' Association

Secretary

Meetings

The Secretary drafts the agenda Parent Association meeting for review by the President. The draft is circulated prior to the meeting and once approved a final version is available to Administration to display on the smart board during the meeting.

The Secretary is responsible for generating the minutes from all Parent Association meetings and Executive meetings (as required) and for circulating these minutes. Parent Association meeting minutes should also be forwarded to the Assistant Principal for posting to a secure area on the school website. All minutes are placed on the Secretary Google Drive which can be accessed by the Secretary, President, and Vice-President. All minutes must include the names of all in attendance at meetings (due to FOIP the attendees are identified by first name and last initial), as well as the time the meeting is called to order and adjourned. A template for minutes can be found at the back of this handbook.

The Secretary maintains the Google Drive with Minutes. The Google Drive folder is organized by the school year for reference.

Other

The Secretary ensures that correct contact information for all executive and committee members is current and is circulated to the executive members, school administration and the principal.

The Secretary works with School Administration to keep the School Council and Parent Association information on the school website up to date. A copy of this handbook, Association and Council meeting minutes and Parent Association By-Laws should be available on the website.

The Secretary ensures that the Parent Association insurance policy is renewed each September. The policy is sent to the school for renewal. The policy is for Officers/Directors liability and casualty.

OTHER ROLES

Fundraising Chair

The Fundraising Chair is responsible for planning out the year's fundraising activities for the Parent Association. The Fundraising Chair should present a slate of potential fundraisers before or at the June AGM. This would not include the casino or the HOOT, as these are separate entities.



The Fundraising Chair is responsible for managing each fundraising activity or forming a subcommittee to do so and working with the School Council Volunteer Coordinator to organize volunteers, if required.

The Fundraising Chair is responsible for handling all monies generated from each activity, except for the Direct Donation Campaign, and for supplying the Treasurer with a balance sheet/reconciliation for funds generated (see Appendix for balance sheet template). All funds generated are given to the Banker to deposit into the Association accounts.

In the past few years, Fundraising has focused specifically on the Direct Donation Campaign and the Cobbs Marda Loop Partnership.

The Direct Donation Campaign is a targeted 6-week Direct Donation Campaign (in the months of November – December). Tax receipts are issued by the online platform or by the Treasurer (if cheque or cash are provided) as part of the Direct Donation campaign. The Fundraising Chair's tasks include: organizing Direct Donation Packages to be sent out to each family, coordinating with the Treasurer to set up an online account with Canada Helps to receive donations, and preparing updates for the Weekly Altadore Newsletter.

Casino Chair

Email Address: altadorecasino@gmail.com

The Casino Chair is responsible for coordinating our casino fundraiser and for maintaining the communication with Alberta Gaming, filing all required paperwork, and ensuring our casino license remains intact. Casinos are scheduled approximately every 18 months. Proceeds must be used within 24 months. Extensions for use of proceeds can be applied for with Alberta Gaming.

Alberta Gaming states that monies used from Casino funds must be for the good of all students (items must benefit the entire student body), or in the case of monies budgeted for specific classes (field trips, for example) the entire classroom must benefit. It is extremely helpful to have a description of special programs outlining the wage/salary of the facilitator, what they are doing, and who the facilitator is (brief bio) to satisfy Alberta Gaming.

Casino License: Altadore Elementary School Parents' Association ID#57818

The Hoot Chair

thehootchair@gmail.com

The Hoot is a bi-annual 18+ social event and fundraiser for the Parent Association. The event typically includes a Silent Auction, Raffle, Student Art for sale, beverages, and food. There is a committee of volunteers formed to organize The Hoot; typically consisting of: Hoot Chair, Finance Coordinator, Student Art and Décor Coordinator, Silent Auction and Raffle Coordinator, Ticket Coordinator, Beverage Coordinator, Food Coordinator, Communications Coordinator, and Volunteer Coordinator. Note, these roles can be modified, added to, combined, or performed by two people as co-coordinators. Information on previous HOOT events is saved on The Hoot Chair Google drive.



Banker

The Banker is responsible to deposit all money collected from fundraising (with exception of direct donation online platform and casino funds) into the Parent Association account. Most donations for direct donation are received via an online platform, but occasionally cheques or cash are received, which the Banker will deposit. The Banker position allows for segregation of duties with respect to cash such that the person depositing the cash is not the one performing the bank reconciliation. Refer to “Cash Policies” under the Treasurer section of this document for more information.

MEETINGS

Parent Association Meetings are typically held once a month (except for December and March) on a consistent weekday (ie: every second Wednesday of the month). These meeting dates are set at the beginning of the year.

Meetings are structured to run from 7:30pm - 8:30pm, following the adjournment of the School Council meeting.

Any interested party within the school community is welcome to participate in Parent Association meetings.

The President is responsible for checking in with executive association members and committee members if any reports need to be discussed during the Parent Association meeting. The President provides agenda to Secretary to draft the agenda.

Executive Meetings are optional and held at 6:00-6:30pm before the School Council meetings, if there are items to discuss prior to being brought to the Association.

Annual General Meeting is held in June. At the AGM, the current year Annual Budget and Casino reports are presented, a new Executive is elected, and the budget for next school year is approved.

EXPENSES

The budget for each school year is set in the previous school year and approved at the June AGM. The Treasurer, President, and Vice-President participate in determining the budget. School Administration will provide requests for expenditures to include in the budget. Expenses typically include, but are not limited to:

- Unity in Community Fund (more information included in School Council section of this document)
- Residencies – Fun Fit and other
- staff appreciation & meals
- books, technology, equipment for the school
- class field trips
- edible garden and Owl's Nest upkeep



There are limitations on what Casino funds can be spent on. For more information, please contact the Treasurer, or refer to the [AGLC website](#).



ALTADORE SCHOOL COUNCIL

The Altadore School Council consists of School Administration, and volunteers from the School Community. Any parent or guardian with a child currently enrolled in the school is automatically a member of School Council. From the Altadore School [Website](#): “The Altadore School Council is a strong and active parent body that is integral to our school’s operation and success. School Council works collaboratively with the school administration and staff to significantly enhance learning opportunities for students. It is often through School Council that parents are first asked for feedback about new things that are being considered. It also provides an opportunity for parents to learn more about the school, support initiatives and to provide input.”

KEY ROLES

President

The School Council President is the same person who serves as the Parent Association President. Altadore School Council President plays a vital role in facilitating effective communication between the school administration, council members, and the school community.

Some typical duties include:

- being familiar with the Council, its roles and this handbook
- ensuring responsibilities for council members are clearly defined;
- chairing and organizing meetings and ensuring respectful participation is in place;
- communicating regularly with the school principal, setting agenda items and meeting dates;
- regularly checking in to support School Council members and committee members.
- seeking the views of the school community (e.g., through questionnaires, informal discussions, topic-specific meetings, social media) and then representing those views actively and accurately to the school principal, and school community
- encouraging parent involvement at the school by informing the school community about school activities and opportunities to provide input into decision-making, including but not limited to School Council meetings;
- becoming well informed about what is happening at the school and throughout the system, and sharing information with the school community when appropriate;
- focusing on the best interests of all students;
- input of any pertinent information into the Altadore School Weekly Update.
- ensuring an annual report* is submitted to the Board of Trustees before September 30th;

* As per the Education Act, the school councils are entrusted with the responsibility of presenting an annual report to the Board of Trustees. This report serves as a metric for the Board of Trustees to evaluate and ensure the involvement of parents and the community. Annually, the school council President is accountable for submitting this report to the Board of Trustees. It is recommended to submit the report before the end of June, though the Education Act requires it to be submitted by Sept. 30. Additionally, the school principal must also receive a copy of the report. Reports can be emailed to boardoftrustees@cbe.ab.ca.



Vice-President

The School Council Vice-President is the same person who serves as the Parent Association Vice-President. The Vice-President supports the President throughout the school year, handling meetings and managing special events when necessary.

The Vice-President assumes a specific task such as taking on the responsibility of coordinating Teacher Appreciation for the year, arranging the sale of Altadore School clothing/apparel (not a fundraiser), arranging the food trucks for Welcome Back Picnic and Summer Splash, Unity in Community Projects, or heading a committee.

Secretary

The School Council Secretary is the same person who serves as the Parent Association Secretary. Typical duties include:

- collaborating with President to establish Council meeting agenda. See appendix for a template for School Council
- generating the School Council meeting minutes. All meeting minutes are stored in the Secretary Google Drive and should be posted to the school website. See appendix for a sample of School Council meeting minutes.
- Maintaining contact list for Council Executive and committee members.
- May include Unity projects, depending on how activities are delegated in a specific year.

Volunteer Coordinator

The Volunteer Coordinator is responsible for overseeing the volunteer program at the school.

Each classroom will have a Classroom Parent who coordinates volunteer opportunities with that classroom's teacher. The Volunteer Coordinator is available to support the Classroom Parents should they have questions.

Throughout the school year the volunteer coordinator will set up sign-up forms, e-mail school wide volunteer opportunities to the Communications Coordinator for the Newsletter, recruit volunteers if needed and assign duties for various functions at the school. Occasionally, if a school wide opportunity is low on volunteers, the Volunteer Coordinator will ask the Classroom Parents to send the opportunity to their class parents as well.

Communications Coordinator

The communications role is responsible for collecting updates from School Council members, working with the principal and assistant principal to collect information about what is happening around the school, and compiling it for a weekly newsletter that is sent out to the extended school community on a weekly basis. For more information, refer to the Communication section below.

Fun Lunch Coordinator

Fun lunch is a monthly activity where lunch is ordered by parents for Altadore students. The platform Altadore uses is Healthy Hunger. There are numerous vendors in Healthy Hunger, all rated by other schools and parents to determine ease of use. Parents create a profile in Healthy Hunger (healthyhunger.ca) to order their child's lunch. Fun lunch is not a fundraiser.



In September, the Fun lunch Coordinator will confirm dates with the principal and vice principal. Typically, fun lunch day has been Tuesday or Wednesday with the first date in October, but it is at the discretion of Altadore administration and the Fun Lunch Coordinator. The Fun Lunch Coordinator sets-up the Healthy Hunger platform: dates, class lists (received from the front office), and vendors.

The Fun Lunch Coordinator is responsible for organizing the volunteers, ensuring volunteers have valid police checks (supported by the front office), and thanking volunteers through the following weekly newsletter.

On Fun Lunch Day, the Fun Lunch Coordinator confirms the order details with the vendor, prints out the order lists by classroom, and oversees the distribution of orders by volunteers. Lunch times may vary by year, but typically 6 volunteers are needed for Gr 1-4 delivery, and 4 volunteers for Grades 5-6.

Fun Fit Coordinator

The Fun Fit Coordinator is responsible for organizing recreational and fitness activities to enhance the physical education curriculum at Altadore School. Working closely with the Assistant Principal, the Fun Fit Coordinator will introduce students to novel activities that promote physical literacy and encourage healthy, active living. Of course, fun is also a top priority.

Overall, the Fun Fit Coordinator is required to research program opportunities throughout the city and coordinate in-school activities between independent vendors, teachers, and parent volunteers. Although the number of Fun Fit activities is largely dictated by budget, in past years Altadore school has aimed to provide one Fun Fit per month. Budget for Fun Fit comes from the Altadore Parent Association.

COMMITTEES AND SUB-COMMITTEES

Edible Garden and Owl's Nest

This committee is responsible for the upkeep and maintenance of the Edible Garden and Owl's Nest. In recent years, it has broken into two sub-committees (one for the garden and one for the ON), but all committee members meet together and share tools, resources and a budget. The committee chair maintains folders with pertinent information on Google Drive, attached to the altadoregarden@gmail.com account for the length of the term. These folders contain contact information, guidelines, and suggestions regarding clean up days, summer watering, and maintenance from past seasons.

The Edible Garden employs a Garden Manager (usually a university student) each spring and summer. The Garden Manager works with the classroom teachers and students in the spring and fall to fulfill the educational component of the Edible Garden, using lesson plans around planting, caring for the garden, and harvesting produce. During summer break, the Garden Manager handles day-to-day operations.

Either the committee chair or a committee member takes responsibility for working with the School Council Treasurer to set a budget, ensure all paperwork and pay cheques for the Garden Manager are taken care of, and track actual expenses against the approved budget throughout the gardening season (usually April – October).



Members of the committee assigned to the Owl's Nest are responsible for maintaining the area so that it is usable for students and teachers throughout the school year while staying true to its intended purpose of being a naturalization area. This includes weeding and cutting back plants when necessary, repairing paths and benches as needed, and generally caring for the plants in the area.

MEETINGS

School Council Meetings are typically held once a month (except for December and March) on a consistent weekday that works best for school council and administration (ie: every second Wednesday of the month). These meeting dates are set at the beginning of the year with administration.

Meetings are structured to run from 6:30pm – 7:30pm.

Any interested party within the school community is welcome to participate in the School Council meetings.

ANNUAL AND ONGOING EVENTS

School Council supports many events during the school year that build community spirit amongst our students and the parents at Altadore School. The following events have become staples at our school. Other events are possible each year, as well.

Welcome Back Coffee

School Council provides coffee and a chance for parents to gather on the first day of school. This can be held in the school gymnasium or in an outdoor space, determined with School Administration.

Welcome Back Family Picnic

This is held on the second Thursday of September from 5:30 - 8:00 pm. In case of rain the event is held the following week. The picnic is held in the school field and families supply their own food, drinks and picnic blankets. Picnic is held in the school field. Food trucks can be booked for the event by contacting Calgary Food Trucks: 403-605-8806 or hello@calgaryfoodtrucks.com

Staff Appreciation and Meals

There are several times throughout the year that our School Council likes to acknowledge the work of our staff and parent volunteers. Whether it be through special events (luncheons) or through tokens (such as treats), it is important to have a council member managing 'appreciation'. The Vice-President is a good person to take on these responsibilities.

Previous Staff Appreciation activities have included: Pop & Chips, Valentine's day treats, other treat days, staff going away gift, and staff sympathy gift. School Council provides meals for the staff typically on Parent Teacher Conferences in November and March, and other times during the year. School Council can fund appreciation and meals from the Parent Association budget, ask parents to supply food/items, or do a combination of both.

Summer Splash & Picnic

The Summer Splash & Picnic is held within the last 2 weeks of school from 5:30-8:00pm. The picnic is held in the school field and families supply their own food, drinks and picnic blankets. Food trucks can be



booked for the event, contact information noted previously. In addition to the picnic, there is a water fight for any students, parents to school staff who choose to participate.

COMMUNICATION

Weekly Update Newsletter

The Weekly Update is a collaboration between School Council and School Administration. The information in the updates includes, but is not limited to: school council updates, reminders of key dates (field trips, fun lunches, PD days etc), committee updates, activities in the school community, school run initiatives, and a place to thank individuals for their contributions to our school. The newsletter is compiled and drafted by the Communications Coordinator and provided to the principal and assistant principal to include an opening message, make any changes as necessary, and email out to school families. The Weekly Newsletter is also posted to the school website.

Social Media

There is a Altadore School Parents Facebook group that is administered by a School Council volunteer. The Facebook group is a closed group, and members of the group must be a parent or guardian of a child currently attending Altadore School. The Facebook group is used to provide updates on School Council and school activities, call for volunteers, and for parents to communicate.

Meeting Minutes

School Council meeting minutes are posted to the school website after then have been approved by Council.

School Council Mailbox

There is a mailbox for School Council in the Office, where mail can be placed to transfer between Council members. Council members should check the mailbox regularly.

Email

altadoreparentcouncil@gmail.com

The Altadore School Council email is used as the primary email for Parents to communicate with Council. The President of School Council has access to and monitors this email account.

STORAGE

School Council stores many things in the basement off the boy's washroom area. Many décor and leftover items from the Hoot are stored in the basement. The school caretaker is a good contact person when trying to locate items in the basements.

UNITY IN COMMUNITY FUND

The Unity in Community fund was established in 2008 to support Altadore School families in need. It is funded by the Parents Association. The fund's goal is to ensure that critical items, such as school supplies, school and lunchroom fees, fun lunches, HOOT tickets, and Altadore school gear can be financially



covered for families in need at Altadore School. School Council and administration collaborate to ensure that all family's information always remains confidential. Each year varies in how many families are supported and what needs need to be met, however, typically two gift bags are created to send home with families to show that they are supported by the school. These gift bags can include, but are not limited to: Altadore gear t-shirts, books, gift card to a grocery store, chocolates, etc. They are usually created in December and June. Due to the nature of confidentiality School Council's role is to pick up the items and drop them off at the office for administration to put together. Unity projects can fall under the Secretary or Vice-President's role list of duties depending on the year's projected activities.



APPENDIX



SAMPLE SCHOOL COUNCIL MEETING AGENDA



**Altadore Elementary School Council
Meeting Agenda
DATE**

Acknowledgement of the Land

Welcome (President)

Reports

Presentation from Altadore School Teachers

School Admin Update

Vice-President

Communications Coordinators

Volunteer Coordinator

Edible Garden & Owl's Nest Coordinators

Fun Fit Coordinator

Fun Lunch Coordinators

New Business

Adjournment

Next Meeting: Date

Please forward agenda items to altadoreparentcouncil@gmail.com

SAMPLE PARENT ASSOCIATION MEETING AGENDA



**Altadore Elementary School Parent Association
Meeting Agenda
Date**

Welcome (President)

Reports

President

Treasurer

Fundraising Chair

Casino Chair

Hoot Chair

New Business

Adjournment

Next Meeting Date: Date

Please forward agenda items to altadoreparentcouncil@gmail.com

SAMPLE SCHOOL COUNCIL MEETING MINUTES



**Altadore Elementary School Council
Meeting Minutes
DATE**

Attendance:

Acknowledgement of the Land & Welcome

Approval of the previous meeting minutes

Reports

Administration

President

Vice-President

Communications

Volunteer Coordinator

Edible Garden & Owl's Nest

Fun Lunch

Fun Fit

New Business

Adjournment

Motion to Adjourn:

Next Meeting: Date

Please forward agenda items to altadoreparentcouncil@gmail.com

SAMPLE PARENT ASSOCIATION MEETING MINUTES



**Altadore Elementary School Parent Association
Meeting Minutes
Date**

Attendance:

Welcome (President)

Motion to Approve Minutes from previous meeting

Reports

Vice-President

Treasurer

Fundraising Chair

Casino Chair

New Business

Adjournment

Motion to Adjourn:

Next Meeting: Date

Please forward agenda items to altadoreparentcouncil@gmail.com



**Altadore Elementary
School Parent
Association
Cheque Requisition Form**

Date: _____

Requested by: _____

Payable To: _____

Inv# (if applicable): _____

Category e.g. Art, Math	Room#	Details	Net	GST	TOTAL
		TOTAL			

*Please attach original receipts.

Approved by: _____

Approved Budget Item? (YorN): _____

To be completed by Treasurer	
Date paid: _____	Cheque No.: _____

NOTES:

