

January 16, 2024

**TO:** Co-Chair and Executive Members of  
James Whiteside PAC

**FROM:** Jaylene Sandhar, CPA CGA  
Treasurer, Whiteside PAC

**SUBJECT: DECEMBER 2023 FINANCIAL & PERFORMANCE REPORT**

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**PURPOSE**

The purpose of this report is to 1) present the monthly operating results of James Whiteside Elementary School's (Whiteside) PAC General & Gaming account for the month ended December 2023 and 2) provide results for the key performance measures and initiatives contained in Whiteside's annual Budget and Business Plan. The report provides comparative financial variance analysis of December 2023 actual results against budget.

## Appendix A – YTD December 2023 General Account – Actual vs. Budget

**Whiteside PAC**  
**Summary of Operations - General Account**  
**As at December 31, 2023**

	2023-2024 Budget	2023-2024 Actual	Change
<b>Account Balance - beginning</b>	<b>17,757.00</b>	<b>17,757.00</b>	-
<b>Revenue</b>			
Freezies/Hot chocolate Sales	800	-	800
Hot lunch	2,500	2,477 <sup>1</sup>	23
Movie Nights	1,000	282 <sup>2</sup>	718
Other Fundraising	2,000	3,894 <sup>3</sup>	(1,894)
Purdy's	500	556 <sup>4</sup>	(56)
Face Masks	-	-	-
Wolf Wear	500	-	500
Gift Cards Fundraiser	500	482 <sup>5</sup>	18
Halloween Party	500	1,492 <sup>6</sup>	(992)
Interest Revenue	-	-	-
Meet the Teacher	200	798 <sup>7</sup>	(598)
Pointsettias	50	-	50
Sports Day	200	-	200
Spring Fair	2,500	-	2,500
<b>Total</b>	<b>11,250</b>	<b>9,981.41</b>	<b>1,269</b>
<b>Expenses</b>			
Bank Fees	-	-	-
Classroom resources	4,600	3,322.84 <sup>8</sup>	1,277
Dare Donation	200	-	200
Fitness Equipment	-	-	-
Hardship Account	1,500	-	1,500
Headphones	-	-	-
AV Equipment	-	-	-
Library Technology	-	-	-
Meet the Teacher	80	-	80
Miscellaneous	300	-	300
Movie Licence	1,260	-	1,260
MunchaLunch Account Expense	336	-	336
Music Equipment	-	-	-
Outdoor Classroom Support	3,000	-	3,000
PAC childminding	110	-	110
Playground Improvements	-	-	-
Salemma Noon Workshop	-	-	-
Sound System	-	-	-
Sun Run Expenses	-	-	-
Water Bottle Filling Station	-	-	-
Whiteside Face Masks	-	-	-
Whiteside Spirit Fund	800	358.48 <sup>9</sup>	442
<b>Total</b>	<b>12,186</b>	<b>3,681</b>	<b>8,504.68</b>
<b>Net Income (Loss)</b>	<b>(936.00)</b>	<b>6,300.09</b>	<b>(7,236.09)</b>
<b>Account Balance - Ending</b>	<b>16,821.00</b>	<b>24,057.09</b>	
MunchaLunch Credits		242.60	
Munchalunch receivables		-	
Hot Lunch Float		150.00	
Cheques not yet presented for payment		-	
<b>Total Funds Available</b>		<b>24,149.69</b>	

**Notes:**

1. Hot lunch year to date profit is \$2477.
2. Movie Night generated \$282 in profit
3. Opt Out Donations resulted in \$3070 in profit. Last year \$3172. Photo Night profit \$825
4. Purdys fundraiser generated \$556.04 in profit
5. Gift Card Fundraiser generated \$482 in profit.
6. Halloween party generated \$1492 in profit.
7. Meet the teacher generated \$798 in profit.
8. Classroom resources cost \$3323.00
9. Teacher appreciation lunch cost \$358.

## Appendix B – December 2023 General Account – Bank Reconciliation

Whiteside PAC  
General Account Summary  
As at December 31 2023

### Transaction Journal

Date	Chq #	To Whom	Description	Account Type	Status	Withdrawals	Deposits	Balance
Oct-01-2023	BAL		Opening Balance		B/F			23,728.62
Oct-04-2023	414	Karen Au	Hot Lunch Supplies	Hot Lunch Expense		633.83		23,094.79
Oct-04-2023	413	Theepan & Tharsan Ventures	Yummyslice Pizza	Hot Lunch Expense		1,162.50		21,932.29
Oct-16-2023			Deposit - Hot Lunch	Hot Lunch Revenue			1,607.83	23,540.12
Oct-20-2023	416	James Whiteside Elementary	Classroom Resources	Classroom Resources		3,322.84		20,217.28
Oct-23-2023			Deposit - Opt Out	Hot Lunch Revenue			2,627.12	22,844.40
Oct-28-2023	415	Ken Loy	Meet the teacher BBQ	Meet The Teacher Expense		227.74		22,616.66
Oct-30-2023			Deposit - Hot Lunch	Hot Lunch Revenue			1,630.46	24,247.12
Oct-31-2023	418	Erin Mah	Halloween Party Supplies	Halloween Party		635.79		23,611.33
Nov-03-2023	419	Chris Ho	Hot Lunch Supplies	Hot Lunch Expense		73.04		23,538.29
Nov-03-2023			Deposit	Halloween Party			1,232.35	24,770.64
Nov-03-2023			Deposit	Hot Lunch Revenue			263.35	25,033.99
Nov-03-2023			Deposit	Opt Out Donations			75.00	25,108.99
Nov-06-2023			Deposit - Hot Lunch	Hot Lunch Revenue			181.24	25,290.23
Nov-09-2023	420	Harbir Binning	Subway Hot Lunch	Hot Lunch Expense		1,087.90		24,202.33
Nov-11-2023	423	Karen Au	Hot Lunch Supplies	Hot Lunch Expense		127.32		24,075.01
Nov-11-2023	421	Karen Au	Hot Lunch Supplies	Hot Lunch Expense		116.32		23,958.69
Nov-11-2023	422	Karen Au	Halloween Party Supplies	Halloween Party		168.41		23,790.28
Nov-14-2023			Deposit - Hot Lunch	Hot Lunch Revenue			35.65	23,825.93
Nov-18-2023	424	Sushi Lovers	Sushi Hot Lunch	Hot Lunch Expense		1,711.32		22,114.61
Nov-20-2023			Deposit - Hot Lunch	Hot Lunch Revenue			1,586.86	23,701.47
Nov-22-2023	428	Progressive Fundraising	Christmas Gift Cards Fundraiser	Gift Card Fundraiser		10,668.25		13,033.22
Nov-22-2023			Deposit	Gift Card Fundraiser			11,150.00	24,183.22
Nov-22-2023			Deposit	Photo Night Revenue			824.25	25,007.47
Nov-27-2023			Deposit - Hot Lunch	Hot Lunch Revenue			2,911.17	27,918.64
Nov-30-2023	429	Karen Au	Hot Lunch Supplies	Hot Lunch Expense		311.26		27,607.38
Nov-30-2023	426	Karen Au	Hot Lunch Supplies	Hot Lunch Expense		135.26		27,472.12
Dec-04-2023			Deposit - Hot Lunch	Hot Lunch Revenue			66.69	27,538.81
Dec-05-2023	427	Theepan & Tharsan Ventures	Yummyslice Pizza	Halloween Party		624.00		26,914.81
Dec-11-2023			Deposit - Hot Lunch	Hot Lunch Revenue			68.59	26,983.40
Dec-14-2023	430	Erin mah	Movie Night Supplies	Movie Night Expense		75.25		26,908.15
Dec-14-2023			Deposit	Hot Lunch Revenue			179.75	27,087.90
Dec-14-2023			Deposit	Movie Night Revenue			1,004.54	28,092.44
Dec-16-2023	434	Karen Au	Hot Lunch Supplies	Hot Lunch Expense		161.79		27,930.65
Dec-19-2023	435	White Spot Restaurants	White Spot Hot Lunch	Hot Lunch Expense		2,176.50		25,754.15
Dec-20-2023	437	Karen Au	Hot Lunch Supplies	Hot Lunch Expense		137.08		25,617.07
Dec-21-2023	431	Theepan & Tharsan Ventures	Yummyslice Pizza	Movie Night Expense		91.00		25,526.07
Dec-21-2023	433	Theepan & Tharsan Ventures	Yummyslice Pizza	Hot Lunch Expense		1,110.50		24,415.57
Dec-28-2023	436	Chris Ho	Teacher Lunch	Teacher Appreciation		34.89		24,380.68
Dec-28-2023	439	Karen Au	Teacher Lunch	Teacher Appreciation		71.59		24,309.09
Dec-30-2023	438	Theepan & Tharsan Ventures	Teacher Lunch - Yummy Slice Pizza	Teacher Appreciation		252.00		24,057.09
<b>12/31/2023</b>		<b>BALANCE</b>			<b>C/F</b>			<b>24,057.09</b>

### Bank Reconciliation

Closing Balance as per Quickbooks -12/31/2023	24,057.09
Less: Deposits not yet credited	-
Add: Cheques not yet presented for payment	-
<b>BALANCE AS PER BANK STATEMENT - 12/31/2023</b>	<b>24,057.09</b>

**Notes:**

1. ✓ cleared in the following months bank statement

## Appendix C – YTD December 2023 Gaming Account – Actual vs. Budget

Whiteside PAC Summary of Operations - Gaming Account As at December 31, 2023			
	2023-2024 Budget	2023-2024 Actuals	Change
<b>Account Balance - beginning</b>	13,936.98	13,936.98	-
<b>Revenue</b>			
Gaming Grant	8,040	12,640.00 <sup>1</sup>	(4,600)
Spring Fair Raffle Revenue	4,000		4,000
50/50 & Raffle Revenue - Spring Fair	-	-	-
Interest Revenue	-	-	-
<b>Total</b>	<b>12,040</b>	<b>12,640</b>	<b>(600)</b>
<b>Expenses</b>			
Gaming Licence - Spring Fair	25	-	25
Spring Fair Raffle Expense - Prizes	1,000	-	1,000
Spring Fair Raffle Expense - Tickets	900	-	900
Field Trip Allowance	4,000	5,441 <sup>2</sup>	(1,441)
Fine Arts Work Shop	3,000	-	3,000
Leadership Donation	1,000	-	1,000
McRoberts Scholarships	1,000	-	1,000
Music Equipment	1,000	-	1,000
Outdoor Education	2,000	352 <sup>3</sup>	1,648
Playground Enhancements	-	-	-
<b>Total</b>	<b>13,925</b>	<b>5,793</b>	<b>8,132</b>
<b>Net Income (Loss)</b>	<b>(1,885.00)</b>	<b>6,847</b>	<b>(8,732)</b>
<b>Account Balance - Ending</b>	<b>12,051.98</b>	<b>20,784.42</b>	<b>(8,732)</b>

**Notes:**

1. Gaming grant deposit \$12,640
2. Field Trip Allowance \$5441.00 (OWL, Skating)
3. Outdoor Soccer Nets \$352

## Appendix D – December 2023 Gaming Account – Bank Reconciliation

Whiteside PAC  
Gaming Account Summary  
As at December 31, 2023

### Transaction Journal

Date	Chq #	To Whom	Description	Account Type	Withdrawals	Deposits	Balance
Oct-01-2023	BAL		Opening Balance		B/F		13,936.98
Oct-05-2023			Deposit - Gaming Grant	Gaming Grant Revenue		12,640.00	26,576.98
Oct-20-2023	66	James Whiteside Elementary	Field Trip Allowance	Field Trip Allowance	3,370.78		23,206.20
Nov-08-2023	68	James Whiteside Elementary	Outdoor Soccer Nets	Outdoor Sports Equipment	351.78		22,854.42
Nov-17-2023	67	OWL Rehabilitation Society	Field Trip	Field Trip	510.00		22,344.42
Dec-23-2023	69	City of Richmond	Skating Field Trip	Field Trip	1,560.00		20,784.42
<b>12/31/2023</b>	<b>BALANCE</b>				<b>C/F</b>		<b>20,784.42</b>

### Bank Reconciliation

Closing Balance as per Quickbooks -12/31/2023	20,784.42
Less: Deposits not yet credited	-
Add: Cheques not yet presented for payment	-
	-
<b>BALANCE AS PER BANK STATEMENT - 12/31/2023</b>	<b>20,784.42</b>