

**PAC Bank Accounts – Munchalunch – Ledger Reconciliation**

**Description of Bank Accounts**

Inman PAC Funds are held in four bank accounts

1. **PAC general account\*** consists of fundraising, e.g. hot lunch and milk program, and donation revenue (no tax receipt requested), and expenses associated with fundraising, community events and contributions to the school.
2. **PAC gaming grant account\*** consists of a yearly grant received from Community Gaming Grant., at \$20 per Inman student, calculated from last school year’s enrolment numbers, towards eligible expenses that meet the gaming grant criteria. These funds are intended to support extracurricular activities like field trips and special school programs.
3. **PAC designated category in Inman School’s bank account** holds parent donations to PAC where tax receipts are claimed. Funds donated to PAC via School District and requesting tax receipts must be deposited to the school and purchases made through the school. No funds may be directly given to PAC if a donation receipt was issued as PAC is not a registered charity.
4. **Personal TD account jointly owned by Terri and Loerella so that PAC can accept e-transfers**

*General Account Starting Balance (September 1, 2021): \$3,869.60*  
*Gaming Account Starting Balance (September 1, 2021): \$10,890.74*  
*PAC held funds at Inman Starting Balance (September 1, 2021): \$338.50*  
*Personal TD Account Starting Balance (September 1, 20201): \$0*

**GENERAL PAC Bank Account – PAC Ledger Reconciliation**

General Bank Account

November 18, 2021 Balance = **\$10,340.87** ✓

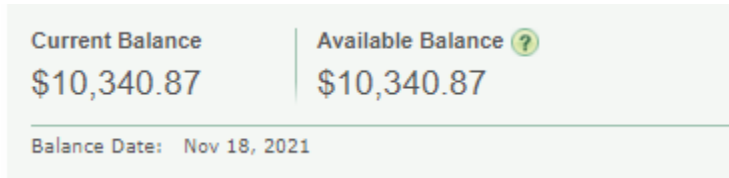


Fig. 1 General Bank Balance Screenshot

**PAC Ledger Summary**

Account	General
Date Posted	(Multiple Items)

Row Labels	Sum of Amount
CPF Membership Fee	-25
Hot Lunch Vendor	-2233.75
Hot Lunch and Milk Program Refund	-60.2
Munchalunch*	8239.22
Staff Appreciation	-282.24
TD E-Transfer Account	1756.25
Treat Day Vendor	-923
<b>Grand Total</b>	<b>6471.28</b>

\*See Munchalunch vs General PAC Ledger Reconciliation Pages 2-3

September 27, 2021 Starting General PAC Balance	\$3,869.60
PAC Ledger Summary Amount	<u>\$6,471.28</u>
<b>TOTAL</b>	<b>\$10,340.88</b> ✓

**Reconcile General PAC Ledger with Munchalunch**

Event Date	Event Name	Revenue (Before Stripe Fee)	Vendor Cost
Oct 25, 2021	10/25 (Mon) - Treat Day	\$1,328.00	\$923.00
Oct 27, 2021	Wednesday Milk Package	\$432.00	\$335.68
Oct 29, 2021	10/29 (Fri) - Hot Lunch	\$999.75	\$827.99
Oct 30, 2021	Friday Milk Package	\$312.00	\$241.15
Nov 01, 2021	Monday Milk Package	\$440.00	\$338.03
Nov 05, 2021	11/05 (Fri) - Hot Lunch	\$941.50	\$774.45
Nov 12, 2021	11/12 (Fri) - Hot Lunch	\$759.25	\$627.32
Nov 19, 2021	11/19 (Fri) - Hot Lunch	\$909.25	\$733.99
Nov 25, 2021	11/25 (Thu) - Hot Lunch	\$958.75	\$794.12
Dec 03, 2021	12/03 (Fri) - Hot Lunch	\$872.75	\$718.51
Dec 10, 2021	12/10 (Fri) - Hot Lunch	\$754.50	\$623.32
Dec 17, 2021	12/17 (Fri) - Hot Lunch	\$842.75	\$678.44
Nov 30, 2021	Inman Spirit Wear! (Procure Print & Marketing)	\$2,313.00	\$1,133.85
Jun 30, 2021		<u>\$11,863.50</u>	\$8,749.85

Revenue:		Payments:	
Total Revenue	<u>\$11,863.50</u>	Stripe 'Pending'	\$273.35
Rev Adj (if price changed during live sales)	\$0.00	Stripe 'Available'	\$567.82
Less: Stripe Fees	(\$328.81)	Stripe 'Bank Transfers'	<u>\$8,239.22</u>
Less: 4 Stripe Transfers	(\$0.80)	Total Cheques	\$0.00
Add: Penny Rounding	\$0.00	Total Cash	\$2,444.25
		Total Admin Credits	\$30.50
		Add: Accounts Receivable	\$0.00
		Less: Accounts Payable	(\$21.25)
		Less: Starting Bal (Last Yr)	\$0.00
<b>Net Revenue (after fees)</b>	<u><b>\$11,533.89</b></u>	<b>Total Funds (This School Yr)</b>	<u><b>\$11,533.89</b></u>

Fig. 2 Munchalunch Screenshot

**GAMING PAC Bank Account – PAC Ledger Reconciliation**

Gaming Bank Account

November 18, 2021 Balance = \$17,569.70 ✓

Current Balance	Available Balance ?
\$17,569.70	\$17,569.70
Balance Date: Nov 18, 2021	

Fig. 3 Gaming Bank Balance Screenshot

September 27, 2021 Starting Gaming Account Balance	\$10,890.74
Gaming Grant	\$7,560
2021 Pending Grade 7 Grad Reimbursement	-\$881.04
<b>TOTAL</b>	<u><b>\$17,569.70</b></u> ✓

**PERSONAL Bank Account – GENERAL PAC Bank Account – Munchalunch - PAC Ledger Reconciliation**

*Note that detailed e-transfers, Munchalunch records and email records are available upon request.*

Personal Bank Account

November 18, 2021 Balance = \$1,347.75 ✓

Current Balance	Available Balance ?
\$1,347.75	\$1,347.75
Balance Date: Nov 18, 2021	

Fig. 4 Personal Bank Balance Screenshot

	Credit Card	Cheque	Cash	Admin Cr	Report Total
REPORT TOTAL:	\$0.00	\$0.00	\$1,756.25	\$0.00	\$1,756.25

Fig. 5 Oct. 25, 2021 Munchalunch Cash / Cheque Payment Report Total Screenshot

Oct 27, 2021	TRANSFER		1,756.25	\$11,496.05
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Fig.6 Personal Transfer to General PAC Bank Account Screenshot

Revenue:		Payments:	
Total Revenue	\$11,863.50	Stripe 'Pending'	\$273.35
Rev Adj (if price changed during live sales)	\$0.00	Stripe 'Available'	\$567.82
Less: Stripe Fees	(\$328.81)	Stripe 'Bank Transfers'	\$8,239.22
Less: 4 Stripe Transfers	(\$0.80)	Total Cheques	\$0.00
Add: Penny Rounding	\$0.00	<b>Total Cash</b>	<b>\$2,444.25</b>
		Total Admin Credits	\$30.50
		Add: Accounts Receivable	\$0.00
		Less: Accounts Payable	(\$21.25)
<b>Net Revenue (after fees)</b>	<b>\$11,533.89</b>	Less: Starting Bal (Last Yr)	\$0.00
		<b>Total Funds (This School Yr)</b>	<b>\$11,533.89</b>

Fig. Nov. 18, 2021 5 Munchalunch Snapshot

Munchalunch Cash Payment Records =	\$2,444.25
Fundscrip e-transfers (fundraisers run outside of Munchalunch) =	\$450
Poinsettas e-transfers (fundraiser run outside Munchalunch) =	\$26
November 8, 2021 Music Bingo Profit Transfer =	\$183.75
October 27, 2021 Profit Transfer to General =	-\$1,756.25
TOTAL =	<b>\$1,347.75</b> ✓

**PAC does not have access to view details of the school held PAC bank account so only balances will be reported in financial updates.**