



VANCOUVER DPAC • EXECUTIVE MEETING

April 9, 2020 • 7-9:00pm

Online via Zoom

EXECUTIVE

Chair:	Shaun Kalley	At-Large:	Alan Patola Moosmann	Sandra Bell
Vice-Chair:	Amanda Hillis		Karen Tsang	Skye Richards
Treasurer:	Peter Couch		Paula Temrick	Vik Khanna
Secretary:	Gord Lau			

GUESTS

Suzanne Hoffman, Superintendent

Carmen Cho, Board Vice-Chair

MEETING MINUTES

Executive meeting called to order at 6:32PM

1. Standing Items

- 1.1. Consent agenda (Karen moved, Sandra seconded agenda. Unanimous approval.)
 - 1.1.1. Agenda
 - 1.1.2. Minutes for March 12, 2020 Executive Meeting ([link](#))
 - 1.1.3. Treasurer Report (Peter) ([link](#))
 - 1.1.4. Committee Reports (none)
- 1.2. Chair Report (Shaun) (see townhall video below)

2. Old Business

- 2.1. April General Meeting (topic discussed)
- 2.2. BCCPAC
 - 2.2.1. Shaun to attend for DPAC
 - 2.2.2. Encourage PAC members to attend

3. Adjourn into Town Hall with Suzanne Hoffman & Carmen Cho

Full townhall Video -

https://drive.google.com/file/d/1ZD0_syRiNngVct2c1F8E7JNKyRLm5el-/view?usp=sharing

Townhall Q&A with links to video

http://vancouverdpac.org/s/DPAC_VSB-Town-Hall-Questions-April-9-2020.pdf

April 2020 DPAC Treasurer's Report

April 9, 2020

This report covers 2 finance Committee meetings and a combined DPAC monthly accounts (VSB and Gaming) report for February and March

Finance Committee reporting can be found here:

<https://docs.google.com/document/d/1Bh0Hqa26Gu7feA9SXZkRN2JqK8O-7SRIC7xYU6vnK24/edit>

Quick Notes

February Update

Expenses this month: \$204.65

YTD spent: \$1,608.76

Expenses mostly to child care.

\$34,940.24 In VSB account and \$4,110.56 in Gaming

Fund	Description	Annual Budget	Cur Month	YTD Actuals	O/S Encumb.	Balance Available
11	Operating	36,549.00	204.65	1,608.76	0.00	34,940.24
	Total	36,549.00	204.65	1,608.76	0.00	34,940.24

March Update

Expenses this month: \$754.35

YTD spent: \$2,363.11

Expenses mostly to childcare and catering

\$34,185.89 in VSB account and \$4,110.73 in gaming

Fund	Description	Annual Budget	Cur Month	YTD Actuals	O/S Encumb.	Balance Available
11	Operating	36,549.00	754.35	2,363.11	0.00	34,185.89
	Total	36,549.00	754.35	2,363.11	0.00	34,185.89

Cheques/direct deposits were issued for catering, childcare, and exec reimbursements.

Anticipated future spending and past expenses to be recorded for March report:

Catering for executive arrears, special event and meetings: \$400

Child Minding: \$100.00

Expense Receipts and Reports

This is the response I received when I asked about the risk of handling original receipts and switching to copied/scanned/photos of receipts and forms.

“Yes, we are accepting electronic copies for expense reimbursement claims and invoices, please see below the yellow highlighted instruction from our School Accounting supervisor. Originals should still be forwarded to VSB, and to avoid expenses and invoices being processed twice, should be marked clearly that those have been previously forwarded electronically. For Fund 11 & Fund 14 expense claims and invoices, please forward electronic copies of authorized expense reimbursement requests and receipts to Harvinder Johal.

To submit invoices and reimbursements for processing, please email a scanned copy of the documents to Harvinder (Fund 11 & Fund 14)

VSB_SchoolAcctg@vsb.bc.ca. In the email submission, please ensure that all the documents that are required according to the School Budget Reference Manual are provided to expedite the processing. We will still be checking for a copy of the original receipt/invoice, correct chart of account, proof of payment, proper address. If any of the required document is missing, we will return the submission for re-submission.

Where an authorized signature is required and not possible to obtain, please attach or forward an email correspondence from the authorized signatory as proof of approval.

Please forward all the relevant expense reports and copies to Officers for approval and we'll then forward on to VSB Finance/Accounting for reimbursement.

Note: Gaming Grant applications are now being accepted until June 30. Please let your liaison PAC's know

Helpful link:

<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpa-c-grants>

General Comments

We really haven't spent much of our budget, in the current environment we will likely have a significant surplus at the end of the school year, approximately \$30,000.00 given current burn rate.

Expanding donations to "in need" PAC's may be one option to consider.

New Expense Reimbursement form:

<https://drive.google.com/drive/folders/15-4XrXlqfzYD38t4neIRTP2OwV5LjSFs>

VSU is making transfers electronically rather than by cheque previously. Reimbursement will still be by DPAC cheque for anything Gaming related.

Full long form expense reporting on Working Copy tab at below link

<https://docs.google.com/spreadsheets/d/1JRDIr26BhLNcSreS0RqZtHtgMveU9E0mlZjM9Tyr0XQ/edit#gid=1558287079>