

**Accountant's Report on  
CSAC's 2011-2012 Financial Information**

**To: St. Gregory's CSAC Committee Members**

**Re: St. Gregory's CSAC's Financial Information for 2011-2012**

As requested and agreed to, I have performed the following procedures in connection with CSAC's financial information for the reporting period 2011-2012.

**Receipts**

1. Agreed the deposit amounts per the monthly bank statements to CSAC's accounting records.
2. Reviewed the monthly bank reconciliations.

**Disbursements**

1. Agreed disbursements to supporting invoice/documentation.
2. Reviewed cancelled cheques to ensure dual signatures.
3. Reviewed appropriateness of disbursement classification based on nature of expenditure.
4. Agreed cancelled cheques to CSAC's accounting records.

The detailed results of the performance of the above specified procedures are provided to you in a separate report entitled "CSAC Specified Procedures Results", dated September 26, 2012.

These procedures do not constitute an audit and therefore I express no opinion on the 2011-2012 financial information. It is understood that this report is solely for your use in fulfilling your responsibilities as members of St. Gregory's CSAC Committee.

**Domenic Ruso**

Parent – St. Gregory Catholic School  
Toronto, Ontario  
September 26, 2012

**St. Gregory Catholic School  
CSAC Results of Performing Specified Procedures  
For The 2011-2012 Reporting Period**

**Receipts**

Procedure: Agreed the deposit amounts per the monthly bank statements to CSAC's accounting records.

Results: No exceptions noted.

Procedure: Reviewed the monthly bank reconciliations.

Results: No exceptions noted.

**Disbursements**

Procedure: Agreed disbursements to supporting invoice/documentation.

Results: The following exceptions were noted, as there was no supporting invoice/documentation.

<u>Cheque #</u>	<u>Amount</u>	<u>Payee</u>	<u>Date Cleared Bank Account</u>
1622	\$86.00	Pizza Nova	January 19, 2012
1624	\$485.00	Pizza Nova	January 19, 2012
1630	\$522.00	Pizza Nova	March 12, 2012
1637	\$500.00	St. Gregory Catholic School (re: swim team)	February 17, 2012
1642	\$250.00	Scarlett Li (re: web site)	March 16, 2012
1670	\$2,206.89	Race Merchandise (re: marathon shirts)	May 2, 2012
240	\$1,650.00	St. Gregory Catholic School (in service)	June 29, 2012
246	\$200.00	Zack (re: aerate lawn)	June 29, 2012

Soccer nets for \$2,103 paid via Canada Helps.

Cheque #237 for \$1,000.00 in respect of financial assistance not accompanied by details. It appears that this is consistent with past policy.

Procedure: Reviewed cancelled cheques to ensure dual signature.

Results: The following exceptions were noted, as there was no second signature on the cancelled cheque.

<u>Cheque #</u>	<u>Amount</u>	<u>Payee</u>	<u>Cheque Date</u>
248	\$39.98	St. Gregory Catholic School	July 4, 2012
250	\$157.91	Good Foods Enterprises	July 4, 2012
247	\$142.36	Adam Grnak	June 30, 2012
249	\$22.60	Mrs. Lachapella	July 4, 2012
1600	\$827.50	Pizza Nova	November 21, 2011
1601	\$225.94	Nancy Barone	November 21, 2011

Procedure: Reviewed appropriateness of disbursement classification based on nature of expenditure.

Results: No exceptions noted.

Procedure: Agreed cancelled cheques to CSAC's accounting records.

Results: No exceptions noted.