



MEMORANDUM

File No.: 5-7 (Var Corr)

TO: All School Principals

CC: Deputy Director of Education
Superintendents
Joanne MacEwan, Chairperson, Catholic School Parents Association
Sheila Crosbie, Accountant

FROM: David Leach, Superintendent of Finance and Administration

DATE: March 22, 2012

SUBJECT: Revised HST Rebate Claim Form

Please be advised that the "HST Monthly Report" form in the Accounting Forms Catalogue on Blackboard has been revised effective March 2012 and renamed "HST Rebate Claim" (see copy attached).

The present Rebate Claim form process has now been extended to include Catholic School Councils (CSC), retroactive to September 1, 2011, which will result in increased HST recoveries for the benefit of schools and/or school councils for the 2011/2012 and subsequent school years.

The present Rebate Claim process followed by schools for school rebates is not affected in any way by these changes.

The instructions/process will be the same for Catholic School Councils as they are for schools subject to the following:

1. CSC claims are to be prepared by the CSC;
2. CSC claims are to include only CSC invoices (i.e. not intermingled with any claims made by the school);
3. An electronic version of the "HST Rebate Claim" form will be provided shortly by the Board to CSC Members via the Catholic School Parents Association (CSPA) website for their respective use;
4. CSC claims are to be signed by the CSC Chairperson;
5. Completed CSC claim forms and accompanying original invoices are to be submitted to the school for counter-signature by the School Principal and for forwarding to the Accounting Department;
6. Board cheques for CSC rebates will be made payable to the school and returned to the school.

CSC Chairpersons will be advised of these changes at their upcoming CSPA monthly meeting to be held Wednesday, March 28, 2012.

I trust that these additional monies will be of assistance to your respective school communities. Should you have any questions concerning these changes, please contact Sheila Crosbie, Accountant, at 613-224-4455 extension 2249.

Regards,

DL:jf
Attachment

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