

# **Fundraising Association of New Horizons School Special General Meeting Agenda**

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**February 5, 2025  
7:00PM - 7:10PM  
Hybrid In-Person & Virtual Meeting**

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- 1. Meeting Called to Order**
- 2. Adoption of Agenda**
- 3. Approval of Minutes – SGM, January 8, 2025 (attached)**
- 4. Report**
  - 4.1 Treasurer Report**
    - Motion to accept report of the financial review from the 2023/2024 academic year as presented on January 8, 2025 (attached)**
    - Motion to accept Jennifer Michaud as auditor for 24/25 financials.**
    - Motion to accept Jennifer Michaud for six (6) month financial check-ins/reviews.**
- 5. Policies & Procedures**
  - Sections to be updated at SGMs monthly through the end of June 2025 (information only)**
- 6. Motion to accept reports.**
- 7. Meeting Adjourned**

# Fundraising Association of New Horizons School

## Special General Meeting Minutes

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January 08, 2025  
Meeting Called to Order: 6:00 PM  
Meeting Adjourned: 6:15 PM  
Virtual Meeting

Attendees:

**FANHS Executive:** Rebecca Koziak, Julie Jackson, Eeksha Kohli-Kakkan, Denette Leask

**NHS Staff:** Lori Vigfusson

**Society Members:** Raman Brar, Beverly Doucette, Brianne Davio, Paul Jackson, Adam Koziak, Sarah-Jane Lovgren, Dianne Blanche Villacura

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**1. Meeting Called to Order: 6:00PM.**

Rebecca Koziak, FANHS President as Meeting Chair.

**2. Adoption of Agenda**

The agenda was posted online prior to the meeting, as required.

**MOTION: Julie Jackson moved to adopt the Agenda as posted.**

**Seconded by Eeksha Kohli-Kakkan. Motion Carried.**

**3. Approval of Minutes SGM, February 22, 2024**

SGM Minutes were posted online, as well as attached to tonight's Agenda.

**MOTION: Julie Jackson moved to adopt the Minutes as presented.**

**Seconded by Denette Leask. Motion Carried.**

**4. Reports**

**4.1. President**

Per FANHS' Bylaws, Quorum for the SGM is defined as "five (5) percent of the membership, of which fifty (50) percent of the Executive must be in attendance" (Bylaw 5.5 c). So, with those in attendance, quorum has been met.

Special thanks goes out to FANHS' Treasurer, Julie Jackson, and our Auditor, Jennifer Michaud, for volunteering to complete our annual Audit ahead of the deadline. In the 2023/2024 academic year, FANHS saw a record year in profits and we thank everyone

for their volunteerism, time, and financial contributions.

See attached Annual Fundraiser Breakdown from the 2023/2024 academic year to see the profit sources from our ongoing and standalone fundraisers, as well as larger campaigns and events.

#### **4.2. Treasurer's report**

**Financial Review** : See Appendix B for details on the Financial Review from the 2023/2024 academic year.

- Assets: \$70,143.05
- Liabilities: \$323.24
- Equity: \$69,819.81
- Income: \$111,559.92
- Total Disbursements: \$96,979.55
- School Council Support Expenses: \$17,975.72
- Net Revenue: \$14,580.37

#### **Auditor's Recommendations**

- As a result of finding an error that was related to the creation of the statements and not the actual entries in the General Ledger, Auditor, Jennifer Michaud, recommended implementing financial software, such as QuickBooks, to avoid such errors in the future. Errors like this occur due to the manual nature of creating statements in Excel, which can be prone to human error given the size and volume of transactions the organization is handling. (This was an error of \$0.31).
- Auditor, Jennifer Michaud, offered to do a preliminary check in part way through the year to catch any discrepancies before the audit and, henceforth, make the audit faster/easier.
- Recommendations will be taken into consideration, researched, and will be brought forward at a regular FANHS meeting.

FANHS sincerely thanks our auditor, Jennifer Michaud, for her time and work done on the financial review. We appreciate her feedback and are grateful for her participation in completing the financial review ahead of our deadline.

Discussion followed. No concerns presented. Membership agreeable to presentation and recommendations.

#### **5. Meeting Adjourned: 6:15 PM.**

**Appendix A: FANHS Fundraiser Breakdown | 2023/2024**

ONGOING	STANDALONE	CAMPAIGNS	EVENTS
Bottle Drives	Davison Orchards (NEW)	<b>Shop Local for the Holidays</b> - Confetti Sweets - Education Station (NEW) - FaBLOOMosity (NEW) - Happy Hippo - JACEK (NEW) - Justine Ma - Salisbury Greenhouse - Sherwood Park Soups (NEW) - Summit Sourdough - Unbelts (NEW)	<b>Halloween Family Dance</b> - 50/50 (NEW) - Admissions - Auction - Online Auction (NEW) - Raffle
COBS Bread Bakery	FaBLOOMosity (NEW)	<b>Spring Market</b> - Market (NEW) - 8 Acres Coffee (NEW) - Medicine Hat Meat Traders (NEW) - Summit Sourdough - Unbelts (NEW)	<b>Family Movie Night</b> - Concession
Code Ninjas (NEW)	Kernels Popcorn (NEW)		<b>Mother's Day Social</b> **incoming/out-going for cost-recovery** <b>Spring Carnival</b> - Admissions - Splash the Staff - Market (NEW, noted under "Campaigns")
Fiddle Leaf Photography	Little Caesars (Annual Campaign)		
Hot Lunch	Purdys (Annual Campaign)		
Mabel's Labels	Sherwood Park Soups (Multiple runs within fiscal year)		
No Fuss			
Oonnie / Forage (NEW)			
Salisbury Greenhouse			
Save-On-Foods			
Summit Sourdough			
Unbelts (NEW)			
12 profit sources	6 profit sources	2 campaigns with 14 profit sources	3 events with 9 profit sources + 1 incoming/out-going for cost-recovery

**Appendix B: Financial Statement for the year September 1, 2023 to August 31, 2024**

**Fundraising Association of New Horizons School  
Financial Statement  
For the year 01/09/2023 to 31/08/2024**

<b>Assets</b>		
General - Community Plan Account		\$12,741.51
General - Business High Yield Savings Account		\$51,579.97
Servus Common Shares		\$251.26
Casino Bank Account		\$5,569.07
Servus Casino Common Shares		\$1.24
<b>Total Assets</b>		<b><u>\$70,143.05</u></b>
<b>Liabilities</b>		
Uncashed cheques 2109, 2132, 2156, 2144)		\$323.24
<b>Total Liabilities</b>		<b><u>\$323.24</u></b>
<b>Equity</b>		
General Fund	\$54,249.50	
Casino	\$5,570.31	
Contingency	\$10,000.00	
<b>Total Equity</b>		<b><u>\$69,819.81</u></b>
<b>Total</b>	<b>Liabilities and Equity</b>	<b><u>\$70,143.05</u></b>
<b>Income</b>		
Halloween Raffle & 50/50	\$937.50	
Bank Dividends (Casino)	\$1.24	
Bank Dividends	\$13.06	
8 Acres Coffee	\$660.00	
Art Cards by Kids	\$805.65	
Bottle Returns	\$209.90	
Cobs Bread	\$130.52	
Code Ninjas	\$1,130.00	
Confetti Sweets	\$35.00	
Davison Apples	\$3,406.00	
Fiddle Leaf Photography	\$304.60	
FaBLOOMosity	\$12.00	
Halloween Door Tickets	\$854.27	
Halloween Online Auction	\$2,230.00	
Halloween Silent Auction	\$1,695.00	
Happy Hippo	\$14.00	
Hot Lunch Program	\$80,639.07	
Jacek	\$1,500.00	
Kernels Popcorn	\$600.00	
Little Caesars Pizza	\$1,196.00	
Mabel's Labels	\$155.98	
Medicine Hat Meat Traders (MHMT)	\$258.00	
Mother's Day Event	\$12.03	
Movie Night Concessions	\$445.00	
No Fuss Fundraiser	\$200.00	
Oiler's Watch Party Concession	\$155.80	
Oonnie's Online Farmer's Market	\$90.48	
Purdy's Chocolates	\$4,347.24	
Salisbury Giftcards	\$1,100.00	
Save-On Receipts	\$1,726.59	

Sherwood Park Soups	\$2,868.00	
Spring Carnival - Admission	\$1,145.00	
Spring Carnival - Concession	\$342.00	
Spring Carnival - Splash the Staff	\$622.00	
Summit Sourdough	\$380.00	
Unbelts	\$446.40	
High Interest Savings Gained	\$844.59	
Servus Bank Interest	\$47.00	
<b>Total Income</b>		<b><u>\$111,559.92</u></b>

**Disbursements**

<b>FANHS Operating Expenses:</b>		
Insurance	\$278.00	
Bank Fees	\$392.97	
General Admin Expenses	\$169.25	
8 Acres Coffee	\$330.00	
Davison Apples	\$2,642.85	
Hot Lunch Program	\$66,750.56	
Jacek	\$1,122.21	
Kernels Popcorn	\$471.98	
Medicine Hat Meat Traders	\$125.00	
Movie Night Concessions	\$540.71	
Oiler's Watch Party	\$75.00	
Purdy's Chocolates	\$50.00	
Salisbury Giftcards	\$720.00	
Sherwood Park Soups	\$1,912.00	
Spring Carnival - Concessions	\$320.18	
Summit Sourdough	\$157.50	
Unbelts	\$180.61	
<b>Total FANHS Operating Expenses</b>		<b>\$76,238.82</b>
<b>Total FANHS Expenses</b>		<b>\$76,238.82</b>
School Council Expenses		
School Support:		
Clubs	\$200.84	
Academic Support	\$11,366.78	
Sports & Wellbeing	\$508.88	
Events	\$3,626.01	
Junior High Events	\$711.20	
Staff Support	\$1,562.01	
<b>Total School Council School Support Expenses</b>		<b>\$17,975.72</b>
Classroom Support:		
Recess Equipment	\$867.07	
Student Incentives	\$1,790.51	
<b>Total School Council Classroom Support Expenses</b>		<b>\$2,657.58</b>
School Enhancement:		
<b>Total School Council School Enhancement Expenses</b>		<b>\$0.00</b>
Community Building/Parent Support:		
<b>Total School Council Community Building/Parent Support Expenses</b>		<b>\$67.71</b>
School Council Administration		
		\$39.72

<b>Total School Council Administration Expenses</b>	<b>\$39.72</b>
<b>Total School Council Expenses</b>	<b>\$20,740.73</b>
<b>Total Disbursements for 2023/24 year</b>	<b><u>\$96,979.55</u></b>
<b>Net Revenues</b>	<b><u>\$14,580.37</u></b>