

**Professional Development  
School Based Fund  
Year-End Financial Statement**

**Name of School:** \_\_\_\_\_

**School PD Chairperson:** \_\_\_\_\_

Period of Report: From \_\_\_\_\_ to \_\_\_\_\_

<b>Opening Account Balance</b>		<b>\$</b> _____
<small>(This Should Match Previous Year Ending Balance)</small>		
Plus:	Annual VTA Funds Received	_____
	Teacher Funds Transferred In -Per List	_____
	<b>Subtotal:</b>	_____ (A)
Less:	Bank Charges for Period	_____
	Funds distributed as per attached listing	_____
	Teacher funds transferred out- per list	_____
	Subtotal:	_____ (B)
	Account balance as of _____ (date)	_____ (A-B)
	Bank Balance as of _____ (date)	_____
	Less: outstanding cheques- per list	_____
	<b>BANK BALANCE TOTAL</b>	_____ (D)
	DIFFERENCE (should be \$0)	_____

**PLEASE RETURN THIS FORM TO THE VTA OFFICE WITH BANK STATEMENT**

\_\_\_\_\_  
**Signature – School PD Rep**

Return to: Chairperson, District Pro D Committee – VTA Office 4004-31 Street (250) 542-0456  
[pdchair@vernonta.com](mailto:pdchair@vernonta.com)      [www.vernonta.com](http://www.vernonta.com)