

# Temp Mini School Parents Association



## DIRECT E-TRANSFER & PAYMENT INSTRUCTIONS

\* The TMSPA does not have charitable status. You will **not** be issued tax receipts for e-transfers or cheques made directly to the TMSPA. For general donations (eligible for tax receipt via VSB see instructions below).

**Welcome!** Templeton Mini School has its own Parents Association made up of interested parents who want to get involved in their children's education and build community.

The TMSPA has one account with Vancouver City Savings Credit Union (Vancity) and assists in covering expenses throughout the academic year including (but not limited to) student fieldtrips, guest speakers, Teacher on Call (TOC's during Grade 7-8 selection interviews), teacher and student projects, general school and community support donations, events and fundraisers. *There is no professional auditor or accountant (three volunteer signing officers assigned).*

**Questions** | email [tempminiparents@gmail.com](mailto:tempminiparents@gmail.com)

**Financial Statements** | email and request access to our TMSPA Dropbox Account

### DIRECT DEPOSIT / E-TRANSFER

E-TRANSFER		ACCOUNT
VANCITY MEMBERS	Log into your Vancity Online Account and select inter-member transfer	Use relationship #90903273
ANY BANK (non-Vancity)	Log into your online bank account and select e-transfer	Use email: <a href="mailto:tempminiparents@gmail.com">tempminiparents@gmail.com</a>
In notes / comments section – indicate fund designation (ex. specific fundraiser event – or other).		

**CHEQUE** | *cash discouraged – but if your preference, please follow envelope submission instructions*

SUBMISSION INSTRUCTIONS
Make cheque payable to - <b>Temp Mini School Parent Association</b>
In memo section – indicate fund designation (specific fundraiser event – or other). Place cheque (or cash) in envelope addressed to TMSPA Treasurer (please include your email address if you wish to receive a confirmation of receipt). Ensure your student submits envelope to TMS Head Teacher – Christina Koblbauer)

### GENERAL DONATIONS TO TEMP MINI through VSB | **ELIGIBLE FOR TAX RECEIPT (donations over \$20)**

#### SUBMISSION INSTRUCTIONS | GENERAL DONATIONS ONLY

**ONLINE** | VSB DIRECT DONATION TO TEMP MINI | [Use this link to donate](#) (in the message box put TMSPA)

**CHEQUES** | Make cheque payable to – **Templeton Secondary School** | in memo section write – **Direct to Temp Mini School Parent Association (TMSPA)**

Place cheque in envelope clearly marked – **VSB TMSPA Donation for tax receipt**. All VSB cheques for tax receipts go through the Templeton Admin Office to the VSB (funds are then designated to the Temp Mini School accounts). Ensure you / or student submits envelope to either the head office or to TMS Head Teacher – Christina Koblbauer). Please email [tempminiparents@gmail.com](mailto:tempminiparents@gmail.com) to confirm that you have dropped off a cheque so we can follow up with the Temp school office to confirm receipt and that it has been forwarded to VSB.