



OSSTF/FEESO

DISTRICT 1 ONTARIO NORTH EAST

## PROPOSED TBU/OTBU REBATE Distribution **2021-2022**

**Branch Rebate:** as determined in TBU/OTBU budget

The rebate will be issued in the following manner:

- The **60% portion** of the rebate will be sent to the **Branch** following submission of the branch budget if received by the deadline established by the Treasurer at the first executive council meeting.
- The **40% portion** of the rebate will be paid following submission of the Branch Annual Report.

The **40% portion** of the rebate for **Branches** or any part thereof will only be issued upon the following two conditions being met:

- The Branch has submitted to the TBU/OTBU Treasurer a completed **Annual Financial Report covering July 1, 2021 to June 30, 2022.**
- The Branch must submit to the TBU/OTBU Treasurer **documentation covering the first 60% portion of the rebate to receive further rebates. If a branch does not spend their budget allocation, or has not submitted the required documents by the established deadline, funds will be placed in the TBU/OTBU reserve fund.**
- Any cost accrued in cancelling/re-issuing a cheque will be the responsibility of the branch requesting the re-issued cheque.

**Excellence in Education:** \$200.00 per school branch representative

The rebate will be issued to the **Branch** upon receipt of documentation listing the issued cheque number(s) and description.

### **Documentation:**

Use the forms found on our website when you complete your annual report. Use the Financial Handbook to set up your budget.

<http://www.osstfdistrict1.ca/files/OSSTFD1BrAnnRep.pdf>

<http://www.osstfdistrict1.ca/files/OSSTFD1BrClaim.pdf>