

# Rules for Expenditure, Sub-committees and Fundraising Events

as per MPS P&C Association Constitution and the P&C Federation

## Expenditure of P&C Funds by Officers and Members

- It must be ensured that the P&C has resolved to expend the monies before the drawing of a cheque or the making of an electronic banking payment. No motion, no payment.
- All accounts should be presented to a general meeting for approval before payment unless previously resolved to be paid/expended by a meeting or approved by the executive via email.
- Funds of the P&C Association may only be spent if a majority of financial members, in attendance at a properly convened meeting, approve by voting in favour.
- All financial transactions of the P&C Association where money is to be expended are to be signed by **two** of the Officers of the P&C Association. The Officers are the President, Vice Presidents, Treasurer and Secretary. Financial transactions include cheques and online banking activities.

### *P&C Federation -*

*There are many useful conventions which should be followed when dealing in financial matters and the role of the Treasurer will be made easier if all P&C members appreciate and understand that rules and protocols are not intended as a personal affront to their integrity.*

*Proper accounting procedures have two purposes:*

- (i) They prevent loss and fraud. You might trust everyone in your association, but accounting procedures remove temptation and will tell you if the wrong thing is happening and where.*
- (ii) To protect the P&C Association Executive. Good accounting of P&C funds removes any basis for accusations of financial impropriety against executive members.*

## Operation of Sub-committees

- P&C sub-committees, such as uniform and canteen, are governed by the P&C's Constitution and the rules set by the P&C.
- The President is automatically a member of all sub-committees.
- Significant decisions by sub-committees on behalf of the P&C Association, such as price increases, must be made in consultation with the President.
- Subcommittees must report regularly at meetings of the Association and follow any directions received from the Association.

## Fundraising stalls and events

- In the running of all P&C events, communication with other members of the P&C and especially the executive is crucial to the success of the fundraiser. It saves the P&C money and ensures the smooth running of events for the benefit of the school.
- In the lead up to the event all decisions and coordinating details should be communicated with:

- School Principal – oversees all school events
  - P&C President – oversees the runnings of all P&C business
  - P&C Vice President – in the absence of the President
  - P&C Treasurer – holds the float and financial authority
  - P&C Secretary – communicates with volunteers if needed
  - Canteen Co-ordinator – if any catering is required by the canteen.
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- All events/catering are to be approved and motioned by the P&C membership or executive prior to the event. Where possible, a budget should be set for the event and the coordinator/ subcommittee given delegated authority by the P&C to spend up that specified amount without prior approval.
  - Catering supplies are stored in the Hall Kitchen.
  - Financial approval for a budget or spending should be approved at prior quorum. However if not possible, receipt of goods may be motioned for reimbursement at following quorum.
  - All monies from the day are to be counted with and witnessed by at least two people, preferably with an executive of the P&C.
  - Monies to be banked same day if possible into the P&C bank account and total reported to the Treasurer.