

**Macquarie Primary School (MPS)
Parents and Citizens Association (P&C)**

ASSISTANCE AND FUNDING GUIDELINES

Objective

This document outlines the objectives of MPS P&C assistance, including funding, and provides guidance on how to seek P&C support for activities and projects that benefit MPS students and their school community.

Purpose

The purpose of P&C assistance is to promote community participation in activities and projects that benefit the MPS students and their community.

Examples include social and community events, school resources, fundraising, working bees, teaching and learning materials, uniform shop, lunchtime activities, canteen and special lunches, learning languages, reading, arts and craft, garden and grounds, sporting uniforms and equipment, music instruction, book club, excursions and camps, parent workshops and other forums, performances, student representational activities/programs, and other activities.

The P&C also coordinates with the school community to run fundraising activities that support student participation in events that have a direct link to school-based activities or where students represent the school.

Applications for P&C assistance

Applications for P&C assistance, including funding, can be submitted throughout the year.

Requests for assistance may be received from the school Board, Executive, Principal, teachers, P&C committee and subcommittees, students, families and citizens.

Applications for assistance, including the type and amount of support to be provided, are generally decided at P&C meetings. Decisions are documented in P&C minutes.

Communications or promotions relating to the activity or project must note the type and/or amount of support provided by the P&C. A summary of the outcomes and benefits of the activity or project may be included in P&C communications such as the school newsletter.

Procedure for applications

1. Applications for assistance, including funding requests for \$200 or more, must be submitted in writing to the Secretary and approved prior to the activity or expenditure occurring.
2. Applications should be submitted no later than seven days prior to the P&C meeting at which approval is required.
3. Applications should include: date, name and contact details of applicant(s), details and purpose of the activity or event, expected outcomes and benefits, type of support

required (and amount of funding if relevant), whether other sources of support and/or funding have been sought, and relevant supporting documentation.

4. Applications will be circulated amongst the P&C Executive/Office Bearers and placed on the agenda for consideration at the next P&C meeting.
5. Applications are decided by vote at a P&C meeting.
6. Decisions will be documented in P&C minutes.
7. Successful applicants are expected to provide a reflection report to the P&C at the conclusion of the assistance (or at stages during the assistance if requested by the P&C) on the outcomes and benefits, as well as expenses where relevant. The report may be provided in person at a P&C meeting or by written summary for circulation to a P&C meeting.

Assessment of applications

Applications for P&C assistance are considered in the following order of priority:

1. Activities, resources or equipment that support the educational and social needs of students
2. Local educational activities or programs
3. Interstate educational activities or programs
4. Activities or programs at which students represent the school
5. Minor works.

In assessing applications, the P&C will consider:

- Whether alternative sources of support have been sought (e.g. from the Education Directorate, school finances, business/educational partnerships, grants etc)
- The opinions and preferences of the school community
- The number of students that will benefit
- The balance between priorities (listed above) and the equity of applications (in terms of curriculum areas, types of activities, and between year-levels etc) on an annual basis
- How the school community will be informed about the purpose and benefits of the activity
- Whether the application can be supported within the proposed timeframe.

In assessing applications, the P&C may:

1. Request further information
2. Defer a decision until the next meeting (decisions should not be deferred longer than six months)
3. Determine that a portion of an application will be supported
4. Establish a subcommittee to develop an application further
5. Deny or approve an application.

Management of P&C funds

P&C funding provides resources for the school and its students beyond those provided by government.

Funds raised by the P&C are first used for P&C financial obligations. These include insurance, affiliation membership, banking, audit and filing, salaries, equipment and resources needed for P&C activities and P&C-managed school services (ie the Uniform Shop

and Canteen). The P&C maintains a financial operating balance to meet its management obligations. In 2017 the operating balance was set at \$10,000. Funds beyond this balance are made available for activities and projects that benefit MPS students and their school community.

Any items or assets purchased with P&C funding remain the property of the school.

At P&C meetings, each P&C subcommittee is required to provide a financial and operation report relating to activities and/or services. The Treasurer reports on P&C finances at each P&C meeting. MPS P&C accounts are audited annually.

Requests for P&C funding

Requests for \$200 and over

- Refer to 'Procedure for applications' above
- Can be submitted to the Treasurer or Secretary
- Includes P&C activities and events as well as 'non-stock' purchases for the Uniform Shop. (Uniform stock purchases for re-sale up to \$1000 do not require a funding request – refer 'MPS Uniform Shop subcommittee Rules 2016'.)
- In exceptional circumstances, requests may be approved outside a P&C meeting by the P&C Executive. However, any P&C Executive Officer may refer the request to a P&C meeting for consideration.
- P&C Executives must not approve their own expenditure requests.
- Requests that include purchases of items or assets must be accompanied by two quotes, and requests that include purchases of items or assets over \$5000 require three quotes.

Requests under \$200

- Must be submitted in writing to the Treasurer.
- Will be circulated amongst the P&C Executive/Office Bearers.
- Approval at a P&C meeting is preferred. Requests can be approved outside a P&C meeting by two or more P&C Executive Officers. However, any P&C Executive Officer may refer the request to a P&C meeting for consideration.
- P&C Executives must not approve their own expenditure requests.
- Decisions will be documented in P&C minutes.

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