



## GUIDELINES FOR P & F FUNDED RESOURCES AND PROJECTS

### **Introduction:**

The Parents and Friends Association derives its income from an annual levy charged to each family and through a variety of fundraising ventures. The levy was introduced to minimize the number of fundraising activities and have a greater focus on events and activities that build community.

The P & F executive in collaboration with the school Leadership Team will plan what activities are to be undertaken. The family compulsory levy (2017- \$100/ family/year. Total approx. \$35,000) will be included on the school fee statement and transferred to the P & F account.

### **The Process:**

The number of fundraising activities undertaken in any given year will consider the financial pressures placed on families and other school organised activities. The Parents & Friends executive will consult with the school leadership team when planning the annual events.

1. Principal will work with teachers and other staff (where appropriate) to present a list of proposed projects/resources.
2. This list will be published in the school newsletter for parent information. Parents and staff will be invited to contribute to this list and seek clarification.
3. Principal will meet with teachers to prioritise list.
4. This list will be again published in the school newsletter for parent comment and suggestions.
5. Principal will present items to P & F meeting for approval. P & F will decide which items they financially support. Principal may decide to fund some projects/resources through school budget or other means such as external grants.
6. Projects/resources not funded by P & F in an initial application could be considered later in the year if funds were to be available.

### **Accounting procedure:**

Principal would normally arrange purchase of resources and in the case of projects would be responsible for project implementation. i.e. gathering quotes, ordering, engaging and supervision of contractors etc.

The school Finance Administration Officer would be responsible for payment of invoices and forwarding letter to P & F requesting a donation for cost of agreed resources/project.

P & F treasurer will make agreed payment to school within thirty days of receipt of request.

It would be a normal expectation that all funds raised in a year be expended in that year.

