



## DISBURSEMENT OF FUNDS

### EXTRANEOUS TO THE FINANCIAL OBLIGATIONS OF THE P & C

## POLICY AND GUIDELINES

#### IMPLEMENTATION DATE:

#### REVIEW DATE:

#### PURPOSE

The purpose of this document is to outline the P & Cs funding role, objectives and guidelines for the receipt and processing of funding applications. The school executive has indicated that **all** fundraising activities should be channelled through the P & C, to avoid excessive demands on the school community.

#### FUNDING ROLE OF THE P & C

A primary role of the P & C is to raise funds for additional resources and amenities for the school and its students. In consultation with the School Principals, the P & C may allocate funds for any reasonable activity, project, or purchase that is extraneous to that provided by government and is surplus to the equipment and resources needed for P & C activities e.g. Public Liability Insurance or equipment to conduct school activities/events.

#### SCOPE

The P & C will consider a variety of funding applications from Preschool to Year 10, throughout the academic year. Requests may be received from the School Board, the School Executive, students, teachers, parents and/or caregivers.

It should be noted that if the P & C makes a decision about the disbursement of funds, this decision is NOT binding on the school (this has been a technical ruling by the Australian Taxation Office). However, the Namadgi P & C Association in consultation with the Namadgi School Executive has implemented a financial process whereby a request for funds can be tracked to confirm what resources were approved and purchased. There is also an 'in principle' agreement that the decision of the P & C will be adhered to by the school.

#### AIMS AND OBJECTIVES

In disbursing funds, the P & C aims to:

- Ensure that the opportunities for alternative funding (e.g. Department of Education and Training, school finances, community, business/educational partnerships, government grants etc.) have been sought and are unavailable or limited.
- Ensure that quality learning environments are created that focus on student needs and foster potential skills and interests;

- Ensure (where possible) that the greater number of students gain the most benefit;
- Consider the views, opinions and preferences of the school community;
- Seek a balance between the priorities list (below), and student needs to ensure that funds are distributed fairly, equitably and transparently, in consultation with the School Executive;
- Ensure that the school community including students, teachers, parents and/or caregivers are expeditiously informed about how, when, where, and why funds have been disbursed.

#### **ORDER OF PRIORITY**

Funding applications will be considered in the following order of priority:

1. Equipment, activities, or resources relevant to the well-being of Namadgi students;
2. Local educational excursions/programs;
3. Interstate educational activities/program i.e. Year camps;
4. Representational student or student group interstate activities/programs;
5. Non-representational student interstate activities/programs; and
6. Minor works.

#### **CONDITIONS**

- Applications over \$1,000 may necessitate funds to be accumulated. Such applications will be considered on a case-by-case basis as the P & C may be required to devise discrete budgetary arrangements.
- Programs/activities that require annual funding e.g. the Year 10 Formal, will be considered on a case-by-case basis as this also requires that the P & C devise discrete budgetary arrangements.
- Distinct areas of the school (a Year, a Villa, or a particular program/activity) may seek to raise funds for a particular purpose e.g. Year 6 may seek to raise funds for camp. In such circumstances, the Fundraising Co-ordinator of the P & C should be provided with at least 14 days advanced notice. Accordingly, any funds raised for a discrete purpose such as this will automatically be attributed to the distinct area of the school for which the specific event/activity was conducted.
- Any requests should comply with school purchasing requirements (***This is not a reimbursement scheme and the request must be submitted and approved before the purchase is made.***)
- Any items purchased remain the property of the school.

#### **PROCEDURES**

1. Applications on the P & C Purchasing Request Proforma (Attached) should be sent to Co-principals (via the school front office) for assessment in relation to P & C funding guidelines.
2. Suitable applications shall be submitted at the next available P & C meeting.

3. The P & C must consider:
  - If the application falls within the funding priority list;
  - the availability of funds especially any previously pledged funds; and
  - whether the application can be funded within the proposed timeframe.
4. The P & C may:
  - request further information;
  - defer the matter until the next meeting (matters should not be deferred for any longer than six months);
  - determine that a portion of a funding application will be granted;
  - establish a sub-committee to develop a proposal further;
  - deny the application; or
  - approve the application.
5. The Secretary of the P & C will log all applications and the outcomes.
6. All decisions will be documented in the P & C minutes and any decision made by the P & C will be final.
7. Successful applications should provide the P & C with a statement or reflection of the outcomes of any funding grant.

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### Purchase Request

Purchasing must be with a purchase request and approved by the P & C by vote, PRIOR to ordering

No reimbursements will be made if signature of P & C Executive is not on this form

Requested by: \_\_\_\_\_ Supplier: \_\_\_\_\_

Teaching Team: \_\_\_\_\_ Supplier's

phone: \_\_\_\_\_

Date: \_\_\_\_\_ Supplier's fax: \_\_\_\_\_

Item Code	Qty	Description	Unit Cost	Total

Total  
(including GST)

Reason for purchase: \_\_\_\_\_

Forwarded by School Executive on: \_\_\_\_\_

P & C Executive - approved by: \_\_\_\_\_

P & C Executive - approved by: \_\_\_\_\_

Date: \_\_\_\_\_