

Finance Controls & Practices for PACs

January 15, 2024

Agenda

- School Protection Program (SPP)
- PAC Treasurer - Role and Responsibility
- Annual Budget
- Financial Reporting, Controls and Payments
- Fundraising, Donations & Community Gaming Grants
- PAC Purchases
- Handout
- Questions

SCHOOL PROTECTION PROGRAM

PAC and DPAC Insurance Coverage

- SPP coverage extends to cover PAC/DPAC members with respect to authorized activities connected to the school district
- Coverage only for general liability – no equipment or cash assets
- PAC/DPAC activities must be properly authorized by the school district
- PACs are responsible for insuring their own property and funds – once donated to school, becomes insured by SPP

Covered Activities / Events

- SPP liability coverage is primarily designed to protect the school district and its employees while performing their duties against liability claims
- All school district authorized activities
- Coverage does not include:
 - Job-related injuries (covered by WorkSafe BC)
 - Criminal or illegal acts
 - Ownership, use or operation of automobiles
 - Parent-sponsored events that **are not** authorized by the school district

District Sanctioned Event

What activities are sanctioned by the school district:

- **PACs must ensure that the school Principal and/or school district supports and has sanctioned the event.**
 - “Normal” event can be confirmed by email
 - School Principal will work with Board Office personnel if any questions
 - Larger events that may have higher risk should have a written proposal with risk mitigation strategies – formal written approval should be provided
- PAC events such as fundraisers, workshops and student events **should be jointly planned with the school/school district.**
- Certain fundraising activities such as those requiring provincial licencing ie. lottery, bingo, 50/50, must receive special permission from the Board prior to the event taking place. Refer to Board Policy 3.16.00 (Fundraising Activities in Schools).

SPP required **ALL BOARD POLICIES** be complied with at all times

District Sanctioned Event – Not Supported

What activities are not sanctioned by the school district (indicative):

- “Beer and a Bun” off site. No events with alcohol off site
 - some consideration for “Wine and Cheese” on school site with strict controls
 - Individual PAC Member liability if happens (legal letter provided)
- Safe Grad (Dry Grad supported)
- School carnivals:
 - No Pony rides (or other riding animals) – petting animals supported
 - Bouncy Castles / Inflatable Amusement Devices (single child inflatable substitutes available)
 - Trampoline Parks – high risk activity
 - **Always Check with the Secretary Treasurers’ Office prior to finalizing plans**

Signing Contracts

Should PAC member(s) be signing contracts on behalf of the PAC? Does this make them personally liable?

- In general, PAC member(s) **should not be signing contracts on behalf of the PAC**. For contracts or agreements related to a School district sanctioned event, they should be reviewed and signed by an **authorized District administrator**. Since PACs are not a legal entity, PAC members signing contracts or agreements may make them personally liable.

PAC Treasurer Role/Responsibility

- Treasurer is typically a signing authority, but is not required to be
- Responsibilities
 - Record financial transactions
 - Maintain and safeguard records
 - Prepare reporting on PAC Finances
 - Prepare PAC Budget
 - Financial Controls
 - Should not be signing contracts

Annual Budget

- Without a budget, the executive must seek approval from the membership for every expenditure
- Spending priorities, revenue estimates
- Pass budget via motion at PAC AGM
- Amendments



**All money raised should have a purpose.
All money kept should have a purpose.**

Financial Reporting

- Monthly bank reconciliations – PAC Chair approval
- After each fundraising activity
- Treasurer to report on financials at **every** PAC meeting
- Principals must be provided a copy
- **Signed and dated** by the Treasurer **and signed ‘approved’ and dated** by PAC executive

Financial Controls and Payments

- **Recommended to have** 4 PAC executives as signing officers (minimum 2)
- School Principal **should** not be a signing officer
- **Never** sign your own cheque or a blank cheque
- **Change** signing authority with bank as soon as a signor changes

Other Considerations

- All financial records must be kept for 7 years
- Cash collection should be recorded and deposited quickly
- Cash collections should be counted by 2 individuals (not the person depositing the cash)
- Do not use cash collected to pay for expenses
 - Electronic Information
 - Electronic bank statements and invoices are best
 - District can provide PAC access to guest SharePoint drive
 - Contact **trisha.soliva@burnabyschools.ca** for initial setup. School Secretary to manage access going forward

Fundraising

- **Burnaby School District Policy 3.16.00 – Fundraising Activities in Schools**
- Policies and procedures must be followed by all groups
- Must be a **school or school district sanctioned event**.
 - Principal approval is required
- Purpose must be identified prior to the start of fundraising
- Expenses can be paid out of the proceeds as approved by the PAC executive
- Fundraised \$ cannot be given to students, parents or staff

Use of PAC Funds

- PAC Bylaw

- Spending decision-making in accordance with established procedures
- Compliance with Board Policy #3.16.00 – Fundraising Activities in Schools
 - In the name of the school
 - To enhance and enrich the school
 - Not to hire staff or the provision of student programs and activities with an ongoing component of an instructional program
 - **Not for the provision of Computer Technology** (desktops, laptops, tablets)
- Other relevant policies:
 - #3.10.00 – Securing Money
 - #3.15.00 – Commercialism in Schools

Community Grants

- PAC: Minimum \$20 per student
- DPAC: \$2,500 per year
- Apply online April 1 to June 30
- **Notification by September 30**
- <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants>

Gaming Licenses

- PAC's CANNOT advance gaming funds to the school
- Grant funds must remain under the management and control of the PAC that receives them
- PAC can reimburse the school or school district with gaming funds for approved purchases
- If fundraising involves gaming, a license is required
- There are four license classes (A, B, C and D) depending on the game, ticket price and expected revenue

Donations

- **Burnaby School District Policy 3.17.00 and 3.18.00**
- Donation tax receipts can only be issued by the District
 - Minimum amount is \$20 (Cash and Cheques only)
- Non-Cash Donations – Gifts in Kind
- Donations via School Cash Online **(Recommended)**

SchoolCash Online

<https://burnaby.schoolcashonline.com>

- VISA, MasterCard, eCheck
- Charge back fees for non-donation receipts, ~ 2.5%
- Donation receipts – No fees



SchoolCashOnline

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PAC Purchases via District

- District and schools can make purchases for the PAC and be reimbursed
- Allows PAC to take advantage of volume discounts, professional procurement department
- PST Rebate: 100%
- GST Rebate: 100% on Books, 68% all other
- Note: PST Rebate applications **must** be signed by the Treasurer at the District's time of application

Handout

- PAC Overview and Structure
- Financial Controls and Practices
- Gaming Fund Account
- Fundraising
- Donations
- Purchasing
- Quick Links



How can we help?

Is there any additional information or future presentations that we could provide you to support you in your role as treasurer?

SD41 Finance Contacts

Trisha Soliva, CPA
Manager, Financial Services
trisha.soliva@burnabyschools.ca

Brian Ho, CPA, CGA
Director of Finance
brian.ho@burnabyschools.ca

Rahim Hussein, CPA, CMA
Assistant Secretary-Treasurer
rahim.hussein@burnabyschools.ca