

Finance Controls and Practices for Parent Advisory Councils

October 21, 2024

Agenda

- School Protection Program (SPP)
- PAC Treasurer - Role and Responsibility
- Annual Budget
- Financial Reporting, Controls, and Payments
- Fundraising, Donations, and 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 against liability claims while performing their duties
- 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 District 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 (i.e. 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 requires **ALL BOARD POLICIES** must 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-Treasurer’s 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
- Ensure **proper and timely handoff** of cheque books during Treasurer transition

Other Considerations

- All financial records must be kept for 7 years.
 - It is recommended that financial records including bank statements and invoices are maintained electronically.
 - District will explore opportunities for shared access to files within each school PAC.
- 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. Expenses should be paid either through cheques, or through schools/district.

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
- Proceeds from fundraising activities:
 - Cannot be given to students, parents, or staff
 - If tax receipts are required, funds must be deposited and kept in the School or District bank account
 - If tax receipts are not required, funds can be kept in school or transferred to PAC general bank account.

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 Gaming 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>
- Separate Bank Account required to deposit Community Grants and Licensed Gaming Proceeds

Gaming Licenses

- PACs 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/cheque only)
- Non-Cash Donations – Gifts in Kind
- Donations via School Cash Online **(Recommended)**
- If tax receipt is required, donations received must remain with the school and can be used at the direction of the PAC.

SchoolCash Online

<https://burnaby.schoolcashionline.com>

- VISA, MasterCard, eCheck
 - Fundraising - 2.5% chargeback fee
 - Donation – no chargeback fee



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% on eligible purchases
- GST Rebate: 100% on Books, 68% all other
- Note: PST Rebate applications **must** be signed by the PAC Treasurer at the District's time of application

Handout

Financial Control and Procedure Handbook

- 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?

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