

## **Queen Mary PAC Fundraising, Sources and Distribution of Funds**

Every year the PAC works hard to raise funds for the school through events such as the Christmas Craft and Bake Sale, Dances, Direct Drive, Point of Sale programs and ongoing activities such as recycling. Many parent volunteers give their time, energy and talent, so that students attending Queen Mary can have opportunities they might otherwise not have.

We also receive, upon a successful application process, community gaming funds in the amount of \$20.00 per student based on the prior September's registration numbers. These funds should be spent within a three year period of time otherwise permission needs to be granted by the Gaming Committee to extend the period. We feel that in most situations these funds should be spent within this three year timeline to ensure that children who are registered at the school and therefore assist in the access to the funds, benefit from the spending however some reserve funds may need to be put aside from time to time.

The Direct Drive campaign funds are investments in our children. They enhance our learning resources and experiences and allow our children to excel in areas that they may not otherwise be exposed to. How the funds are spent is decided through a consultative process between the administration and the school focus groups or committees. These contributions to the school also provide donors with a charitable tax receipt from the Vancouver School Board for donations greater than \$10.00.

We wish to support the initiative of teachers, parents and students who have ideas and energy for projects, but need money to put them into practice. For this reason we have developed an application process for accessing both general funds and gaming funds.

The criteria for disbursement requests is included with the applications. We recommend that groups complete the application form and return to the PAC by the advertised deadline. The applications will be reviewed by the executive and then if successful, brought forward to the next PAC meeting, for general approval.

As part of the PAC Executives budgeting process we need to communicate our goals around spending gaming funds and the proceeds of fundraising. This is a consultative process where we hope to engage teachers, parents and the administrative staff in planning for both the current year and future years.

As fund-raising is on-going, and proceeds not easily estimated we may not be able to approve all applications. If we do not have sufficient funds for all projects, we may be able to do specific fund-raising events for specific projects -all suggestions welcome!

## **Counting PAC Funds for Deposit and Bank Reconciliations**

Our process for counting funds raised at any event is to have two people (not the Treasurer) count and sign off on the deposit and then to provide an organized deposit for our Treasurer or other signing officer of the PAC executive to deposit at our bank. The deposit summary should include the name on the cheque, the student's name, the cheque # and the amount for each cheque.

It is recommended too that our Treasurer prepare the financial report and then one of the other signing officers verify the report against the bank statements and physically sign off on it before we distribute it at a PAC meeting.

The Treasurer's Report and any other financial reports presented at PAC meetings should be appended to the back of our minutes for future reference.

## **Reimbursement of Expenses**

To ensure timely financial reporting, all receipts for approved expenses for PAC events need to be submitted within 30 days of the event in order to be reimbursed. We will consider any expense not submitted within this time frame a donation for which a tax receipt cannot be issued. Thank you.

## **Criteria for Any Disbursement Request**

The Parent Advisory Council of Queen Mary Elementary wishes to support the initiatives of parents, teachers and students who have ideas and energy for projects but need money to make them happen.

We welcome all ideas and will consider every application under the criteria below three times per year. The first deadline is October 31<sup>st</sup>, the second February 28<sup>th</sup> and the third April 30<sup>th</sup>.

The PAC will review all submitted applications and determine where they best fit: under criteria for our community gaming funds, our general funds as part of our Direct Drive.

The PAC Gaming funds have a much more restrictive use than general funds. They are intended solely for the benefit of the students by enhancing extra-curricular opportunities such as:

- Student publications: newsletters, yearbooks
- Student competitions: writing, debating, chess, music
- Student computers: software, hardware, accessories
- Student societies: drama club, student society
- Student ceremonies: graduation, dry grad
- Student conferences or educational field trips within B.C.
- Uniforms and equipment for extracurricular activities
- Sports or playground equipment
- Awards and trophies
- Scholarships and bursaries for post-secondary education (paid directly to students)
- Capital acquisitions directly benefiting students, such as playground equipment, earthquake preparedness.
- Student transportation and travel within B.C.
- Student transportation and travel outside B.C., where the student group:
  - is representing its school as a result of merit achieved through organized competition
  - is competing in a sport that involves cross border travel
  - has been selected because of its level of creative achievement or success, or
  - is entered in a recognized competition in which there is a formal evaluation or adjudication process.

The PAC General funds come from PAC lead fundraising events such as the Christmas Craft and Bake Sale or point of sale fundraising, social events etc. These funds are for projects that:

- provide enrichment which directly enhance student learning
- are tangible and concrete
- reach as many kids as possible through school wide opportunities
- are hands-on and not passive
- provide equity of access, or priority to underserved groups (e.g. sport team for an age/gender group that currently has none or music program for children who don't have access to the school music teacher in their class (not sure if this is relevant))
- will buy programming or something that supports programming



A successful application does not mean a cheque for the total amount will be issued. Receipts or invoices need to be provided once the disbursement is approved in order for the cheque to be issued.

**Application for Queen Mary PAC Funds Disbursement – Teaching Groups**

Teaching Group: \_\_\_\_\_

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

Project Name: \_\_\_\_\_

Date Funds Needed: \_\_\_\_\_

Date(s) of Project/Activity: \_\_\_\_\_

Divisions: \_\_\_\_\_

1. Describe project activity and where it will take place:

2. Outline the number of students involved and benefits to the students:

3. What resources are required as well as resource available (e.g. equipment, supplies, people or physical space)

4. How much will the activity cost (per school term if continuing)?

5. How much of the total cost would you like the PAC to fund?