

ST BRENDAN'S SCHOOL DUNNSTOWN



PARENTS & FRIENDS

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Reviewed:	20 th August 2012
Ratified:	3 rd September 2012
To be reviewed:	20 th August 2016

PARENT'S & FRIEND'S ASSOCIATION OF ST BRENDAN'S SCHOOL DUNNSTOWN

POLICY 20th August 2012

RATIONALE:

The school fund raising organisation (parents and friends or like associations) supports the school in numerous ways. In relation to any fundraising the parent community may undertake for the school, the school advisory council/board, the parents and principal work towards inclusive decisions in relation to the needs of the school and how funds raised by the association can best meet those needs.

POLICY STATEMENT:

There is an important relationship between school advisory councils/boards and school fund raising organisations and schools must ensure the appropriate accountability of funds and their smooth transition from school fundraising accounts to the general school account.

PRINCIPLES:

- 1.0** The school fund raising organisation (SFRO) is an integral and valuable part of any Catholic school operation. The SFRO will have a role in strengthening school communities through the organising of faith building, social, educational and fund raising functions.

- 2.0** The effectiveness of a SFRO is dependent upon the voluntary commitment of its members and as such that commitment will be acknowledged and respected. The SFRO will welcome all members of the school community into its membership whilst acknowledging that the capacity to be involved varies between individuals. The school leadership should recognise the voluntary commitment of SFRO by regularly affirming their work (e.g. through attendance at meetings and functions) and publicly acknowledging their contribution to the life of the school and the projects supported by the SFRO.

- 3.0** The SFRO will have a clearly defined operational procedure and role description which includes a statement of its relationship to the school board. When cash handling is required (e.g. fete revenue/raffle income) procedures will require that more than one individual be involved in the handling and reconciliation of all monies. All legal requirements and taxation implications must be adhered to by the SFRO.

4.0 Funds raised by the SFRO will be provided to meet the needs of the school as determined by the principal in consultation with the Canonical Administrator\Governing Authority and the school advisory councils/board. Towards the end of each year, the school principal and the SFRO will review the past year and establish fundraising needs for the ensuing year. School fundraising needs will normally encompass various specific priority items and may include an amount to assist in meeting general recurrent costs.

These monies may be provided to the school progressively through the year or at an agreed time towards the end of each year. At the end of each school year, school leadership in consultation with the SFRO should determine the amount of funds to remain in the SFRO bank account. All other funds should be transferred to the school account. The SFRO is custodian of the funds until provided to the school.

5.0 The SFRO will be accountable to the School Authority for the funds it raises. The opening of a Bank Account to be conducted by a SFRO is to be authorised by the School Authority. An audited income and expenditure statement is to be published of SFRO accounts. The audit may be undertaken internally by the School Bursar or by a community member (independent of the executive of the SFRO) with expertise in financial accounting. Refer Appendix 1

6.0 **The executive of the Parent's & Friend's Association will consist of a chairperson, treasurer and secretary. The chairperson of the Parent's and Friend's Association will be a member of the School Advisory Council. Tenure of membership to the executive shall be for two years and a process of nomination and election shall be carried out according to School Advisory Council guidelines.**

7.0 The Parent's & Friend's Association is open to all parents within our school community and a representative of each family is encouraged to attend meetings.

8.0 The Parent's and Friend's Association operates as a committee of the School Advisory Council

9.0 The Principal, in conjunction with the School Advisory Council, shall nominate an amount of money to be raised by the Parent's & Friend's each year. The money raised shall go towards expenses incurred in the running of the school.

10.0 Minutes from each meeting shall be kept and promulgated to the school community through the newsletter at the earliest convenience proceeding a Parent's & Friend's meeting. An ongoing record shall be kept of financial interactions in accordance with C.E.O. Guidelines.

11.0 The Parent's and Friend's Association is regarded as the social and fundraising arm of the School Advisory Council. Social interaction shall be encouraged as a priority of the Parent's & Friend's Association.

12.0 Parent's & Friend's Association meetings will occur on Tuesday evenings twice a term. Unless otherwise advertised, all meetings are held at school at 7.30pm.

REFERENCES:

- General Information School Advisory Councils – Oct 2011 (CEOB)
- Financial and Administrative Procedures Manual – Primary School (CECV)

Reviewed: 20.8.2012

Ratified: 3.9.2012

Date to be Reviewed: 3.9.2016

PARENTS AND FRIENDS RECONCILIATION STATEMENT

SCHOOL YEAR 20__

Opening Bank Balance 1 January 20			\$
Plus Activities conducted during the school year	Income	Expenditure	Surplus/Deficit
Interest	\$	\$	\$
Activity 1	\$	\$	\$
Activity 2	\$	\$	\$
Activity 3	\$	\$	\$
Activity 4	\$	\$	\$
Activity 5	\$	\$	\$
Activity 6	\$	\$	\$
Activity 7	\$	\$	\$
Activity 8	\$	\$	\$
Activity 9	\$	\$	\$
Activity 10	\$	\$	\$
Less Disbursement to School General Account			\$
Closing Bank Balance at 31 December 20__			\$

Principal's Signature: _____

Auditor's signature: _____

2.9 PARENTS AND FRIENDS ASSOCIATION BANK ACCOUNT

2.9.1 The Parents and Friends Association exists because the school exists. It works for the general good of the school. The parish priest's¹ and principal's written approval is required for the Association to be officially associated with the school, to utilise school premises and to provide funds to the school.

2.9.2 The Parents and Friends Association does not have an inalienable right to the funds raised nor to the final determination of the projects on which these funds will be spent. The Parents and Friends Association should be included in the budgeting process so that funds raised by the group may be allocated in advance towards the purchase of goods or services as determined in the school's budget and development plan.

2.9.3 Any expenditure by the Parents and Friends Association for school items classified in the AFS should be made through one of the school bank accounts. This requires a donation of money to the appropriate school bank account. Internal control procedures should be in place for these activities, including the existence of at least two authorised payment signatories, a receipting process and the submission of regular financial reports to the parish priest¹. Donations and expenditure should be subject to appropriate accountability requirements.

2.9.4 Under no circumstances is the Parents and Friends Association to incur expenditure directly on behalf of the school.

Taken from Financial and Administrative Procedures Manual for Catholic Primary Schools

PARENT'S & FRIEND'S ASSOCIATION OF ST BRENDAN'S SCHOOL DUNNSTOWN

APPENDIX 1 30th OCTOBER 2013

- The Parents and Friends bank account is to be audited every 2 to 3 years
- The Parents and Friends can use the School's Auditor's or may use an independent Auditor
- It is the responsibility of The Parents and Friends to pay for the Auditing of the bank account