

<b>Policy Title:</b>	Summer Hill Public School Parents & Citizens Association Disbursement Policy
<b>Effective Date:</b>	16 June 2105
<b>Review Date:</b>	1 June 2016

## POLICY STATEMENT

The Summer Hill Public School P&C (P&C) is committed to supporting Summer Hill Public School (SHPS) through its fundraising activities and has developed this Disbursement Policy to ensure transparency and fairness in its dealings with the community.

The P&C intends to distribute all the funds raised each calendar year on appropriate equipment/activities during that year<sup>1</sup> while ensuring enough money is maintained in the bank accounts to cash-flow the planned activities for that year.

The P&C will distribute funds in three broad categories:

- 1- Strategic funds
- 2- Committee and curriculum support funds
- 3- Contingency Funds

## DEFINITIONS

*Strategic funds:* Funds allocated by the P&C towards long-term projects (2-5 years) such as the Masterplan, Sustainability Plan, Technology Plan. These funds will account for approximately 50% of the total annual disbursements. These funds are committed for the term of the project and will be allocated first. If Strategic funds are allocated in a particular year then these may be allocated as Committee and Curriculum funds.

*Committee and Curriculum funds:* These funds are allocated in response to applications for funding from the Committees, either the sub-committees of the P&C or functional committees of the school (eg IT committee, Sport committee) or from the Principal to support school activities (eg. Dance program, sport program, upgrade basketball court, etc..) These funds will account for approximately 30% of the total annual disbursement.

*Contingency funds:* These funds are allocated in response to one-off applications from the school community (eg. contribution towards accommodation for a sporting group, funding towards sports uniforms, etc.) The funds will account for approximately 20% of the total annual disbursement.

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<sup>1</sup> see Sponsorship Policy

## GENERAL INFORMATION

- The P&C raises funds to contribute to (SHPS) in areas not directly funded by the Department, but where the Principal, in consultation with the P&C Executive, feels there is a need for additional support.
- The P&C has a close working relationship with the School but is a separate organisation.
- As a separate organisation, the P&C is not responsible for the decisions made by the School, and cannot agree to anything on behalf of SHPS.
- The P&C will provide information to the community on the current projects being funded by the P&C.

## PROCESS

### Approval Process

- Applications for strategic and curriculum funding will be discussed and approved by the P&C community at a regular P& C meeting.
- Applications for contingency funding up to \$200 can be approved by the P&C Executive and ratified at the next P&C Meeting.

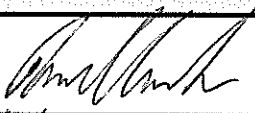
### Using Contributions

- Generally funds raised in any year will be used in that year, or in the following year, subject to this Policy and the needs of SHPS

## RESPONSIBILITIES

- The President is responsible for ensuring all applications are discussed appropriately.
- The Secretary is responsible for ensuring the agreed disbursement amount is recorded in the Minutes.
- The Treasurer is responsible for ensuring payments are made and appropriate records maintained.

## APPROVAL

Approved by P&C Executive & Membership	
Signature: 	
Date: 16/6/2015	President
Meeting number and date:	16 June 2015
Effective Date:	16 June 2015
Review Date:	1 June 2016