

## **Mt. Sentinel Parents' Advisory Council (PAC) Policies and Procedures for PAC Disbursements**

### 1. Purpose of Procedures

1. Ensure due process and fairness in decision-making regarding disbursements of PAC funding.
2. Define tasks of funding committees, accountability process of funding, and review processes of recommendations and decisions.
3. Ensure efficiency of funding process and decision-making by PAC.

### 2. Mandate of Disbursement Committees\*

\*Includes: Gaming Funding Committee; PAC Bursary Committee; Fundraising Committee (Poinsettia); and General Funding Committees.

1. Inform school of availability of funding, and distribute and collect application forms, see Appendix A.
2. Ensure documentation and review of all funding requests to PAC.
3. Make recommendations to PAC for distributions of funds, according to criteria of government Gaming Policy, and to PAC disbursement criteria.
4. Review recommendations as requested by PAC general meeting.

### 3. Structure of Disbursement Committees

1. Membership will be selected at a PAC meeting, with a minimum of three (3) and a maximum of five (5), this includes the PAC Chair and Treasurer. Membership may be reviewed at any PAC meeting upon request by a committee member or other PAC member.
2. The Chair of the disbursement committees will be selected by the PAC when the committee is struck.
3. Review of funding applications will involve all members of the committee, preferably in person, or if that is not possible, by telephone or email discussion. The review meeting will have a minimum of three (3) members present.
4. Committee members are responsible for making themselves available for required tasks.

### 4. Approval Process

1. All requests for PAC funding must be submitted on the appropriate application forms, see Appendix A.
2. Written requests for extended timeline by applicants will be considered (e.g. for more info).
3. PAC will approve each individual funding request by a motion and vote.
4. PAC will provide written approval to the submitting person, see Appendix B.
5. In the case of an application refusal, PAC will provide written acknowledgement of the request, the reason(s) for refusal, specifying funding criteria or specific issues, see Appendix C.
6. PAC Chair will ensure payment is made, following approval, and within one month of receiving invoice or original receipt.

## 5. Responsibilities of Disbursement Committees

1. After the funds to be disbursed have been received by Mt. Sentinel PAC, the PAC Chair, directed by PAC, will notify the principal when funding applications are available.
2. The PAC Chair, or designate will distribute application forms to all staff, Student Council president, students, and other people as applicable, and will collect applications after a minimum of two (2) weeks and before the following PAC meeting.
3. The Gaming Committee Chair will:
  - Present a copy of the Gaming Account Summary Report, prepared by the PAC treasurer for the government on the previous year's disbursements, to the PAC.
  - Ensure documentation in PAC records of the application for Direct Access Funding (Gaming) following direction from PAC to do so.
  - Ensure appropriate records are kept according to government Gaming Policy Guidelines, including financial and volunteer information.
  - Ensure all funding applications and requests are presented to PAC.
  - Ensure communication amongst all committee members.
  - Communicate with PAC Chair as needed.
4. Minutes will be taken at all committee meetings.
5. Committees will provide reports and written recommendations to PAC for funding, including group/person, amount, and reasons at first PAC meeting following distribution of application forms, providing applicants have had a minimum of two (2) weeks to apply.
6. Committees will reassess recommendations for funding as requested by PAC.
7. Committees will keep running records of funding applications and grants, to be present at all PAC meetings for reference, with the exception of PAC Bursary applications.
8. Committees will report to PAC meetings following disbursements of funds.

## 6. Responsibilities of PAC Executive for Disbursement Procedures

1. Review application forms for funding annually and as needed and present drafts to PAC for approval.
2. Review funding policies and procedures annually, in consultation with all funding committees (i.e. gaming funds, bursaries, and other) and present recommendations to PAC for discussion and approval.
3. Ensure funding applications and requests are collected and presented at first possible PAC meeting.
4. Funding for \$50.00 or less that is requested at short notice may be approved after consultation amongst all executive members and a simple majority vote.
5. Storing of Records (financial, funding, minutes, any official documentation): Executive members will ensure that records are stored in the Mt. Sentinel PAC box at the school. Executive or committee members may hold records while working with them. PAC members may view records in the box or by contacting the member holding them. Records must not be removed from the school without approval of PAC Chair or PAC Treasurer.

## 7. Responsibilities of PAC for Disbursement Procedures

1. Review and approve application forms annually and as needed for specific funding, i.e. gaming grants, PAC bursaries, and other.
2. Ensure committees and procedures are in place for all PAC funding in addition to the gaming funds.
3. Annually review and approve funding policies and procedures and revisions before new funds are dispersed.

4. Any one-time exception to defined procedures, (e.g. PAC Bursary funds) must be approved ahead of time by a vote at a PAC general meeting.
5. Approve funding disbursements by simple majority vote, and delegate written approval (4.4).
6. The PAC may request the Funding Committee to review recommendations according to PAC meeting discussion, and finalize approval at next PAC meeting.

#### 8. Cheque Signing Procedures

1. No blank cheque shall be issued to anyone under any circumstances. The payee information will be filled out prior to signing of any cheque.
2. Cheques will be issued only for PAC approved expenses so long as they include an invoice stating the businesses name, GST number (if applicable), date and amount due.
3. PAC may reimburse a previously approved paid invoice upon receipt of said invoice.
4. Anything beyond the scope of the above must be approved at a regularly scheduled PAC meeting by motion.

## Appendix A

# Application for Mt. Sentinel PAC Funding

### **PLEASE RETURN BY:**

- \* Please return this form to the PAC mail box on or before the deadline
- \* Invoices or receipts are required before funds will be disbursed.
- \* Please read the funding guidelines for Gaming Grants on back.

Date \_\_\_\_\_ Amount of Funding requested \$ \_\_\_\_\_

Name of requesting group, club or team \_\_\_\_\_

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Projected date of purchase, activity or project (day/month) \_\_\_\_\_

Describe the intended use of the funds, project details where applicable \_\_\_\_\_

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**List specific items for purchase.**

ITEM	COST	SOURCE

**Who (students or others) will benefit, directly or indirectly, from these funds?**

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## **Funding Guidelines for Mt. Sentinel PAC Gaming Grants**

The Gaming Grants are intended to enhance extracurricular opportunities for students and cannot be used for curricular activities or classroom resources. For more information, or if you have any questions please contact PAC Chair

**Some eligible uses of these funds include:**

- 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
  - Student transportation and travel within B.C.
  - Student transportation and travel outside B.C., where the student group:
    - o is representing its school as a result of merit achieved through organized competition
    - o is competing in a sport that involves cross border travel
    - o has been selected because of its level of creative achievement or success, or
    - o is entered in a recognized competition in which there is a formal evaluation or adjudication process
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- You will need to provide the PAC with invoices or receipts as required for grant funded purchases.
  
  - PAC will review your request at the first possible general meeting. The PAC will notify you in writing stating the amount of funding approved, or reasons for refusal.

**For Mt. Sentinel PAC use only**

Date \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_ Recommended approval for \$ \_\_\_\_\_

Request NOT approved because \_\_\_\_\_

Applicant notified by \_\_\_\_\_ Date \_\_\_\_\_

## **Appendix B**

Date:

The Mt. Sentinel Parents' Advisory Council (PAC) is pleased to inform you your Funding Application for \_\_\_\_\_ has been approved for the following amount: \$ \_\_\_\_\_.

Please note:

- Receipts must be submitted before funds are released
- All receipts must be submitted to PAC on or before June 1, 2014 unless otherwise noted
- Any unused allotment will expire on June 1, 2014 unless other arrangements are made
- Funds allocated must be used for the purposes as described on the application form. Any deviations must be approved by PAC.
- Please contact PAC if the funded event is cancelled as soon as possible so we may re-allocate the unused funds.
- If you have any questions or concerns please contact PAC Chair

## **Appendix C**

Date:

The Mt. Sentinel Parents' Advisory Council (PAC) regrets to inform you your Funding Application for \_\_\_\_\_ has been denied for the following reasons: