

Pine Creek School Division

Regulation: KBE-R
Approval Date: October 11, 2016
Resolution #: 32
Revision Date:

FINANCIAL RESPONSIBILITY FOR PARENT COUNCILS

Given the public association between parent councils and their schools and the public perception that providing funds to a parent council is to the benefit of a school, the Pine Creek School Division requires parent councils to adhere to the same financial standards as are expected of its public schools. Therefore, parent councils must comply with the standards set out below:

1. All funds for a parent council in a school should be accounted for in one bank account.
2. Complete and accurate records for all receipts and disbursements must be maintained by the appointed Treasurer.
3. Accounts require two signatures on all cheques. No cheque should be made out to a signatory of that cheque.
4. The Parent Council must have three designated officers authorized to sign cheques.
5. The banking account information, including the signing authority, is to be communicated annually to the school Principal and when changes have been made to the banking arrangements to the Principal. The Principal will notify the Secretary-Treasurer of the school division of banking arrangements and changes.
6. All activities held and funds collected or raised must be under the authority of the parent council through a passed resolution. Activities and fundraisers must comply with divisional regulations.
7. Monies should be deposited on the day they are received. When this is not practical, funds are to be safeguarded by the parent council Treasurer.
8. In making a deposit the Treasurer will:
 - a. prepare a bank deposit slip in duplicate;
 - b. ensure the Council's copy of the deposit is validated by bank stamp; and
 - c. enter deposits in the financial records.
9. Disbursement of funds are to benefit the school or student body as determined by motion of the Parent Council. Disbursements for personal expenses or purchases that could be seen as a conflict of interest for any member must be reviewed by the PAC with that member recusing themselves from the matter. (A conflict of interest is a situation in which a PAC member, or a relative of a PAC member, is perceived to be in a position to derive a personal or business benefit from actions or decisions made by the PAC member in their official capacity. To recuse from a matter is to withdraw from the discussion and the vote, leaving the matter to be decided by those who remain impartial.)

- a. All disbursements must be made by cheque, numbered and issued sequentially. Debit card transactions are not permitted.
 - b. All cheques must have two signatures. The pre-signing of blank cheques is prohibited. PACs are to establish procedures for the issuing of cheques that comply with this important security measure.
 - c. All disbursements must be supported by invoices and receipts.
 - d. All invoices shall be checked for numeric accuracy.
 - e. Each cheque disbursement is to be recorded in the financial records in cheque number order so that a running bank balance can be maintained.
 - f. Miscellaneous items such as interest expense, interest income or bank cheques are to be recorded in the financial records on a monthly basis.
10. The parent council will keep current on its finances through the following Financial Reporting procedures.
- a. The parent council Treasurer will be responsible for reconciling the bank statement with the financial records and cheque book balance on a monthly basis.
 - b. The Parent Council, including the school Principal, is to review the original bank statement, the bank reconciliation prepared by the Treasurer, summary of receipts and summary of disbursements at regular meetings to insure accuracy and confirm the presence of the reported funds in the bank account.
11. Once per school year (July 1st to June 30th) or sooner if the Parent Council passes a motion to review the organizations finances, the Parent Council will secure a competent person at arm's length to the officers of the parent council to review the financial records of the parent council to confirm that the books are an accurate record. The results of the review will be shared with the Parent Council, including the school principal. The parent Council will ensure that the completed review is shared with the Secretary-Treasurer of the school division.
12. At the close of each school financial year, the complete financial and business records, including meeting minutes and original bank statements will be retained at the school, in the care of the school Principal, for the period of time as required by divisional policy and will be disposed of according to divisional policy.