

Finance Controls & Practices for PACs

October 17, 2022

Agenda

- School Protection Program (SPP)
- PAC Treasurer - Role and Responsibility
- Annual Budget
- Financial Reporting, Controls and Payments
- Fundraising, Donations & Community Gaming Grants
- PAC Purchases
- Handout
- Questions

SCHOOL PROTECTION PROGRAM

PAC and DPAC Insurance Coverage

- SPP coverage extends to cover PAC/DPAC members with respect to authorized activities connected to the school district
- Coverage only for general liability – no equipment or cash assets
- PAC/DPAC activities must be properly authorized by the school district
- PACs are responsible for insuring their own property and funds – once donated to school, becomes insured by SPP

Covered Activities / Events

- SPP liability coverage is primarily designed to protect the school district and its employees while performing their duties against liability claims
- All school district authorized activities
- Coverage does not include:
 - Job-related injuries (covered by WorkSafe BC)
 - Criminal or illegal acts
 - Ownership, use or operation of automobiles
 - Parent-sponsored events that **are not** authorized by the school district

District Sanctioned Event

What activities are sanctioned by the school district:

- **PACs must ensure that the school Principal and/or school district supports and has sanctioned the event.**
 - “Normal” event can be confirmed by email
 - School Principal will work with Board Office personnel if any questions
 - Larger events that may have higher risk should have a written proposal with risk mitigation strategies – formal written approval should be provided
- PAC events such as fundraisers, workshops and student events **should be jointly planned with the school/school district.**
- Certain fundraising activities such as those requiring provincial licencing ie. lottery, bingo, 50/50, must receive special permission from the Board prior to the event taking place. Refer to Board Policy 3.16.00 (Fundraising Activities in Schools).

SPP required **ALL BOARD POLICIES** be complied with at all times

District Sanctioned Event – Not Supported

What activities are not sanctioned by the school district (indicative):

- “Beer and a Bun” off site. No events with alcohol off site
 - some consideration for “Wine and Cheese” on school site with strict controls
 - Individual PAC Member liability if happens (legal letter provided)
- Safe Grad (Dry Grad supported)
- School carnivals:
 - No Pony rides (or other riding animals) – petting animals supported
 - Bouncy Castles / Inflatable Amusement Devices (single child inflatable substitutes available)
 - Trampoline Parks – high risk activity
 - **Always Check with the Secretary Treasurers’ Office prior to finalizing plans**

Signing Contracts

Should PAC member(s) be signing contracts on behalf of the PAC? Does this make them personally liable?

- In general, PAC member(s) **should not be signing contracts on behalf of the PAC**. For contracts or agreements related to a School district sanctioned event, they should be reviewed and signed by an **authorized district administrator**. Since PACs are not a legal entity, PAC members signing contracts or agreements may make them personally liable.

Use of PAC Funds

- PAC Bylaw

- Spending decision-making in accordance with established procedures
- Compliance with Board Policy #3.16.00 – Fundraising Activities in Schools
 - In the name of the school
 - To enhance and enrich the school
 - Not to hire staff or the provision of student programs and activities with an ongoing component of an instructional program
 - **Not for the provision of Computer Technology** (desktops, laptops, tablets)
- Other relevant policies:
 - #3.10.00 – Securing Money
 - #3.15.00 – Commercialism in Schools

PAC Treasurer Role/Responsibility

- Treasurer is typically a signing authority, but is not required to be
- Responsibilities
 - Record financial transactions
 - Maintain and safeguard records
 - Prepare reporting on PAC Finances
 - Prepare PAC Budget
 - Financial Controls
 - Should not be signing contracts

Annual Budget

- Without a budget, the executive must seek approval from the membership for every expenditure
- Spending priorities, revenue estimates
- Pass budget via motion at PAC AGM
- Amendments



**All money raised should have a purpose.
All money kept should have a purpose.**

Financial Reporting

- Monthly bank reconciliations – PAC Chair approval
- After each fundraising activity
- Treasurer to report on financials at **every** PAC meeting
- Principals must be provided a copy
- **Signed and dated** by the Treasurer **and signed ‘approved’ and dated** by PAC executive

Financial Controls and Payments

- **Recommended to have** 4 PAC executives as signing officers (minimum 2)
- School Principal **should** not be a signing officer
- **Never** sign your own cheque
- **Change** signing authority with bank as soon as a signor changes
- **Never sign a blank cheque**

Other Considerations

- All financial records must be kept for 7 years
- Cash collection should be recorded and deposited quickly
- Cash collections should be counted by 2 individuals (not the person depositing the cash)
- Do not use cash collected to pay for expenses
 - Electronic Information
 - Electronic bank statements and invoices are best
 - District can provide PAC access to guest SharePoint drive
 - Contact amanda.tseng@burnabyschools.ca for initial setup. School Secretary to manage access going forward

Fundraising

- **Burnaby School District Policy 3.16.00 – Fundraising Activities in Schools**
- Policies and procedures must be followed by all groups
- Must be a **school or school district sanctioned event.**
 - Principal approval is required
- Purpose must be identified prior to the start of fundraising
- Expenses can be paid out of the proceeds as approved by the PAC executive
- Fundraised \$ cannot be given to students, parents or staff

Community Grants

- PAC: Minimum \$20 per student
- DPAC: \$2,500 per year
- Apply online April 1 to June 30
- **Notification by September 30**
- <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants>
 - <http://bit.do/communitygrant>

Gaming Licenses

- PAC's CANNOT advance gaming funds to the school
- Grant funds must remain under the management and control of the PAC that receives them
- PAC can reimburse the school or school district with gaming funds for approved purchases
- If fundraising involves gaming, a license is required
- There are four license classes (A, B, C and D) depending on the game, ticket price and expected revenue

Donations

- **Burnaby School District Policy 3.17.00 and 3.18.00**
- Donation tax receipts can only be issued by the District
 - Minimum amount is \$20
- Non-Cash Donations – Gifts in Kind
- Donations via School Cash Online **(Recommended)**

SchoolCash Online

<https://burnaby.schoolcashonline.com>

- VISA, MasterCard, eCheck
- Charge back for donation fees, ~ 2.5%



SchoolCashOnline

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PAC Purchases via District

- District and schools can make purchases for the PAC and be reimbursed
- Allows PAC to take advantage of volume discounts, professional procurement department
- PST Rebate: 100%
- GST Rebate: 100% on Books, 68% all other
- Note: PST Rebate applications **must** be signed by the Treasurer at the District's time of application. This is not an approval or endorsement of prior purchases, but for payout of accumulated rebates

Handout

- PAC Overview and Structure
- Financial Controls and Practices
- Gaming Fund Account
- Fundraising
- Donations
- Purchasing
- Quick Links



How can we help?

Is there any additional information or future presentations that we could provide you to support you in your role as treasurer?

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