



CATHOLIC EDUCATION
WESTERN AUSTRALIA

Catholic School
Parents & Friends Group



P&F Terms of Reference
Financial Practices Guide
V1.0 2022

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Financial Management

When actioning the financial practices for the collection and distribution of P&F funds please note the following:

- Terms of Reference Clause 2.2 - *For CECWA to fulfil its governance and strategic functions, the P&F must operate in accordance with Quality Catholic Education (QCE), CECWA's Strategic Directions 2019-2023, CECWA Policies, Executive Directives and the Delegations of Authority, as amended from time to time.*
- Terms of Reference Clause 11.2 – *The funds collected by the P&F via a parent levy or fundraising are under the stewardship of the P&F. This stewardship requires the use of funds to be for the benefit of the students and school.*
- As per Terms of Reference Clause 11.7 - *P&F receipt and payment of monies must be transacted through the school operating bank account. These P&F funds will be quarantined for P&F endorsed use only.*

Bank Accounts

P&F receipts and payments must be transacted through the school operating bank account. The school Business Manager/Finance Officer will be responsible for actioning these transactions:

- Raise annual P&F levies;
- Receipt P&F Levy payments;
- Record all incoming and outgoing transactions in the school's financial reporting system, AoS;
- Upload payments to internet banking and ensure they are authorised within supplier payment terms;
- Reconcile the operating bank account in AoS;
- Provide a Department Expense Report to the Treasurer prior to every P&F meeting; and
- Provide a Department Expense Report to the Treasurer prior to the Annual Community Meeting.

P&F Levy

A P&F parent levy is an option for a P&F in lieu of, or in conjunction with, conducting fundraising activities. The value of the levy must reflect the school context and be determined in a consultative process between the P&F and the Principal.

Please note the following:

- P&F levies are billed by the school directly to families.
- The P&F Committee will be advised of the value of the P&F levy collected but will not be advised which families have or have not paid the levy.
- Changes to the P&F levy must be approved by the Principal, School Advisory Council and the P&F Committee.
- P&F levies should only be charged when a school has an active P&F Committee who are stewards of the funds collected (refer to Terms of Reference Clause 11.2).
- Approval of an increase to the P&F levy must be in accordance with the *School Fees Executive Directive*.

P&F Receipts and Payments

In the annual planning process, a budget should be prepared to reflect the estimated expenses that will be incurred to support your planned events. These estimated expenses should reflect the ongoing receipts and payments.

Unbudgeted activities should be approved and documented in P&F minutes prior to incurring expenses.

Money raised via fundraising events

For money raised via fundraising events, please observe the following practices:

- Funds must be counted by two committee members on the school premises;
- The cash count sheet must be completed, dated and signed by the same two committee members;
- The funds must be stored securely on the school site if not banked on the day of receipt;
- Banking of cash/cheques should be completed by the Treasurer (dependent on school context, level of fundraising) within three days of receipt;
- A copy of the signed count sheet and bank deposit must be given to the school Finance Officer/Bursar/Business Manager.

EFTPOS

The P&F Committee may use the school's EFTPOS machine for fundraising events.

- If there is a high volume of regular fundraising events, the P&F Committee may wish to have their own EFTPOS terminal/square reader or similar. This must be approved by the Principal and will be linked to the school operating bank account.
- The P&F Committee should be conscious of any monthly rental costs and commission charged on sales of an additional EFTPOS terminal/square reader or for utilising Trybooking/CDFPay/QuickCLiQ.
- The P&F Committee may wish to utilise online systems (e.g., Trybooking/ CDFPay/ QuikCliQ or similar) to collect fundraising monies. Contact your school's Finance Officer for details, including applicable costs.

Payments - reimbursements

Reimbursements to P&F members for out-of-pocket expenses:

- P&F members must complete a reimbursement form and attach all applicable receipts to the form;
- The form must be signed by the Treasurer. If the Treasurer is claiming the reimbursement, the form should be signed by the P&F Chair;
- The form must be submitted to the school Finance Officer for processing and payment. If the P&F have a separate P&F bank account, processing must be completed by the P&F Treasurer.

Payments - supplier invoices

- All invoices should be issued in the school's name.
- Supplier invoices must be signed by a member of the P&F Committee, usually the Treasurer.
- Copies of the signed invoices must be given to school Finance Officer for processing and payment.

Payments - Store cards

- The P&F may wish to utilise a Coles store card or similar. The decision to establish a store card and the store card limit should be approved by the Principal.
- The customer account should be in the name of the school with the card holder being a P&F committee member.
- Store card is to be kept in school safe or stored securely.
- Receipts for purchases should be provided to school finance staff promptly to reconcile against monthly statement.

Payments – donations to the school

- The school should provide the P&F with a wish list of equipment, resources or materials seeking a donation;
- The P&F Committee will review the wish list and document in the minutes items that have been approved;
- Approval will be a consensus vote at a general meeting and noted in the minutes;
- Donation approval form is to be completed and signed by the Chair, Treasurer and Principal before being provided to the school finance staff;
- This form will give the school authority to debit the quarantined P&F funds the agreed amount of the donation for purchase of items off the wish list;
- These donations should occur before the end of the school year to ensure funds are spent in the same year they are collected.

Petty Cash

Petty cash may be used for small, non-recurring purchases.

- The petty cash limit must be agreed by P&F Committee and Principal.
- The float/petty cash request form must be completed and signed by the Treasurer.
- Petty cash must be kept in a lockable petty cash tin and stored in the school safe when not in use.
- All petty cash purchases must be accompanied with supporting receipts.
- A petty cash voucher can be completed by a P&F Committee member.
- A reimbursement form must be completed, including all receipts/petty cash voucher; this must be given to the school Finance Officer for processing.
- Statutory declarations should be completed if a receipt is lost/was not obtained.

Floats

Floats may be used for specific fundraising events, for example a fete, disco, etc.

- The Treasurer must calculate the float requirements.
- To request a float, complete a float/petty cash request form; this must be completed and signed by the Treasurer and submitted to the school Finance Officer
- The school Finance Officer will coordinate the distribution of the float.
- Upon completion of the event, all monies must be banked, and the float amount must be identified and recorded on the cash count sheet.

GST Implications on P&F Transactions

When preparing the Annual Plan and Budget, the P&F Committee should identify which fundraising events will not record GST on sales/revenue or the corresponding purchases. This is referred to as 'input taxed' and the P&F can have 15 of these type of events in any one year. This is to be provided to the school Finance Officer.

Fundraising events that can be input taxed include:

- A fete, ball, gala show, dinner, performance or similar (e.g., quiz night);
 - An event where all goods are sold for \$20 or less, e.g., school disco, Mother's Day stall.
- Please note:
- the event cannot involve the sale of alcohol or tobacco; and
 - the selling of goods must not be a normal part of the supplier's business.

The sale of tickets in a raffle and the acceptance of a person's participation in a game of bingo are GST-free provided they do not contravene state law.

It is recommended that you discuss with your school Finance Officer which events can be identified as input taxed.

Reporting and Monitoring

The P&F complete regular and accurate reporting of their finances to fulfil their responsibility of being good stewards of their funds in accordance with ToR Clause 11.2.

The P&F Committee financial year runs for a period of 12 months, commencing 1 January.

- The Treasurer must prepare an annual budget of how fundraising income and P&F levies (if applicable) will be spent. The budget will support the annual P&F Plan.
- School finance staff must provide the Treasurer with regular finance reports to enable financial reporting at General Meetings. The frequency of the reports will reflect the meeting timetable.
- The Treasurer should summarise receipts/income and payments/expenses from each fundraising activity at P&F meetings.
- A year-to-date summary of receipts/income and payments/expenses must be presented at the annual community meeting.

Audits

The P&F Committee will not be required to complete an independent audit of their finances. The audit of the P&F finances will occur within the annual school financial audit process.

Grants

Fundraising via a grant is recommended to fund a specific purpose, e.g., developing a sustainable garden, paying for installation of a community artwork, etc. The decision to apply for a grant must be approved by the P&F Committee and supported by the Principal.

- Grant applications should be submitted in the name of Catholic Education Western Australia Limited (CEWA) (ABN 47 634 504 135) trading as <School Name and School ABN>.
- CEWA is registered as a charity with Australian Charities Not-for-Profit Commission (ACNC), under the category “primary and secondary education”.
- The grant should be paid directly to the school.
- If you need information about grants or assistance applying for a grant, contact your school Finance Officer or CSWPA (members only).

Further information about available grants can be found here:

<https://www.communitygrants.gov.au/>

<https://www.thegrantshub.com.au/>

<https://www.lotterywest.wa.gov.au/grants/grant-opportunities>

Finance Templates

To support consistent financial practices, the following templates have been provided in the Finance Template Appendix:

Monthly Finance Statement

Annual Finance Statement Template

Annual Budget Template

Petty Cash Reconciliation Form Template

Reimbursement Form Template

Float Request Form Template

Donation Approval Form Template

Supplier Payment Form Template

Cash Count Template

Donation Form Template