School District No. 73
(Kamloops/Thompson)

PAC TREASURER'S HANDBOOK

We would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dãkelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tŝilhqot'in Nations, where we live, learn, collaborate and work together.

Contents

PAC's Purpose

The School Act gives parents the right, through Parent Advisory Councils (PACs), to provide feedback in their school. A PAC is the officially recognized collective voice of guardians at their school. For simplicity, we will refer to guardians/caregivers/parents interchangeably through this document.

A PAC, through its elected officers, may advise the school board, the principal and staff of the school respecting any matter relating to the education of the students and the school.

The purpose of a PAC is:

1. To advise the school principal and staff on parents' views and feedback about school programs, policies, plans and activities.
2. To organize PAC activities and events and endeavour to provide parent education.
3. To encourage parent involvement in the school, and to support programs that promote parent involvement.
4. To communicate with parents, and to promote co-operation between the home and the school in providing support for the education of children.
5. To assist parents in accessing the system and to advocate on behalf of parents and students.
6. To provide financial support for the goals of the PAC, as determined by its membership.
7. To advise and participate in the activities of the District Parent Advisory Council (DPAC) and the BC Confederation of Parent Advisory Councils (BCCPAC)

PAC Structure

The School Act outlines PAC purpose and structure.

- The Board of Education approves the establishment of a school PAC
- Only 1 PAC per school
- PACs are separate but linked to the school
- PACs have bylaws and a constitution
- PAC officers must be elected by its members
- The School Principal works with the school PAC on a consultative basis only, and should not be a signing officer
- Each parent group runs under the PAC umbrella (ex. Music, Grade 7 Camps, Dry Grad).

PAC Treasurer's Role & Responsibilities

The Treasurer's responsibilities are typically set out in the constitution and bylaws of the PAC. In most PACs, the Treasurer is a signing authority but does not have to be. The Treasurer's Responsibilities include:

- ensuring all funds of the council are properly accounted for
- disbursing funds as authorized by the membership or executive
- ensuring that financial records and books of account are maintained
- ensuring financial controls and practices are in place
- reporting on receipts and disbursements at general and executive meetings
- making financial records and books of account available to members upon request
- having the financial records and books of account ready for inspection or audit annually
- with the assistance of the executive, drafting an annual budget
- submitting an annual financial statement at the annual general meeting

The Treasurer is responsible for ensuring safe custody of the PAC's money. Ideally Treasurers should have accounting or bookkeeping experience or should be comfortable with numbers and familiar with the best practices of financial record-keeping. They should also be attentive to detail and timelines.

BEST PRACTICES

Sufficient financial controls and practices need to be in place for PACs. This will:

- Ensure accountability
- Ensure funds are spent on the intended purpose
- Reduce the risk of error, misappropriation of funds, inaccuracy of reports
- Reduce the risk of unauthorized financial transactions

Types of Financial Controls

1. BASIC – physical access, reconciling the bank statements regularly, keeping adequate books and records.
2. SUPERVISORY – Approval of expenditures and review of transactions
3. EXTERNAL – External Audit or Review.

Cash Controls

Cash is very often collected for events, activities and fundraising. PACs need to ensure financial controls are in place to protect members of the PAC.

General rules of thumb:

- Collection of funds should be counted with 2 individuals present and segregation of duties should be maintained where possible (the person who counts the cash does not do the deposit)
- All payments should be made by cheque.

- All cheques should be signed by the two signing officers and only if the cheque is attached to the original invoice.
- Blank cheques should never be signed.
- Bank reconciliations should be prepared each month for all PAC bank accounts and reviewed by another member of the PAC.
- If tax receipts are required, then the funds must be deposited into a SD73 bank account.
- After each fundraising activity, a summary of sales and expenses should be provided. Expenses should only be reimbursed by cheque.
- Cash should always be deposited as quickly as possible and never stored in coffee tins or office piggy banks.

Cheque Controls

- Minimum of 2 PAC executives as signing officers
- School Principal should not be a signing officer of the PAC
- All cheques should be signed by 2 signing officers before issuance
- PAC money should only be spent according to an approved budget or authorized by a motion
- Review signing authority on bank account as soon as turnover occurs
- Know what you are signing for!

Banking

It is recommended that PACs have two bank accounts, one for gaming grants and one for general funds.

- There should always be two required signatures for cheques
- PAC money should only be spent according to an approved budget or authorized by a motion

Record Keeping

All financial transactions must be recorded in a ledger (manual or computerized) that clearly illustrates both revenues and expenditures by activity or event and maintains a running total of the bank balance. All financial records must be kept for a period of seven years from the end of the last fiscal year (usually June 30 for PACs) including:

- bank statements
- cancelled cheques
- cheque stubs
- deposit books
- bank reconciliations

- supporting receipts/invoices
- accounting ledgers
- financial reports and budgets

Remember: parents should not be collecting and holding funds in their personal accounts

PACs and school principals can work together to track funds raised and spent through:

- School Bank Accounts in a PAC designated category
- PAC funds held at the School District for special projects

Collection and Deposit of Funds

- Collection of cash and cheques from fund raising activities should be recorded and deposited as soon as possible. Frequent deposits will help reduce the likelihood of theft or "missing" funds.
- Collected cash should not be used to pay for expenses.
- Cash from fundraising activities should be counted by two individuals (other than the Treasurer), recorded on a PAC event deposit form and signed off.
- The completed PAC event deposit form should be forwarded to the Treasurer (or designate) with the cash/cheques for deposit to the bank as soon as possible, or taken directly to the bank for deposit by the fundraising group.
- The Treasurer should ensure that the original PAC event deposit form is attached to the stamped bank deposit slip as a supporting document.

Disbursement of Funds

- All payments should be made by pre-numbered cheques.
- A petty cash fund is not recommended as it is too easy to lose track of expenditures.
- All cheques should be signed by the 2 signing officers and only if the cheque is accompanied by original invoice/receipt or other sufficient backup documentation.
- Blank cheques should never be signed and cheque stock should be secured by the Treasurer at all times.

Balancing and Financial Reporting

- Bank reconciliations should be prepared each month for both the PAC general account and the gaming account by the Treasurer and submitted for review to the PAC Chair
- Summary of revenues and expenses for each fundraising activity should be prepared on completion of the activity and submitted for review to the PAC executive.

- At each PAC meeting, the Treasurer should report on the bank balances and a summary of revenue and expenditures (including a copy of the bank statement). The Treasurer's report should be signed and dated by the Treasurer and approved by the PAC executive.
- PAC members and the Principal should be able to review the PAC financials, bank statements and reconciliations.
- PAC year-end financial statements should be prepared by the Treasurer and submitted to the executive and PAC members for approval.
- PACs may want to have their financial statements reviewed by an external accounting firm or conduct its own internal review of the financial statements.
- It is also recommended that the Treasurer assist in preparing an annual budget and provide explanations for revenue and expenditure variances from budget.

Financial Accountability and Preventing Fraud – Best Practices (Excerpt from Appendix III, Community Gaming Grants PAC & DPAC Guidelines & Conditions)

To improve financial accountability and to reduce the likelihood of fraud, recipient organizations should follow these best practices:

- All board/executive committee members should review financial documentation (e.g. financial statements, budgets, bank statements, cleared cheques, etc.) on a regular basis.
- The PAC/DPAC's finances should be open and transparent to all board/ executive committee members. The board/executive committee should feel comfortable asking questions about the PAC/DPAC's finances. If any board/ executive committee member is hesitant to answer questions or provide information, this can be a sign of a problem.
- Bank statements and cancelled cheques should be available and reviewed by the PAC/DPAC's President, or equivalent, regularly.
- Financial information should be presented to, and reviewed by, the board/ executive committee on a regular basis (e.g. board/executive committee meetings, on a monthly basis, etc.). This may include a review of the budget and year to date spending. All questions or significant discrepancies should be resolved in a timely manner.
- Ensure that the PAC/DPAC's financial institution is aware of all approved signing authorities.
- Consider completing background checks (e.g. criminal record checks, reference checks, etc.) on new board/executive committee members to ensure that there are no relevant concerns regarding their suitability for the position.
- Notify the Community Gaming Grants Branch immediately of any changes to personnel with authority to obtain information on the organization's file with the Branch

PAC Annual Budget

The Budget reflects the PAC's planning for the year and gives the PAC's executive and treasurer the authority they need to spend money at the appropriate time.

• Without a budget, the executive must seek approval from the membership for every expenditure •

Having a budget ensures the membership has knowledge of planned spending and any variances from this plan.

To prepare a budget:

- Determine your spending priorities
- Determine your expenses
- Estimate and plan your revenue
- Build consensus
- Pass budget via motion at a PAC meeting
- Ensure your membership has knowledge of the planned spending and any variances from this plan
- ***ALL MONEY RAISED SHOULD HAVE A PURPOSE
- ***ALL MONEY KEPT SHOULD HAVE A PURPOSE.

An active organization will have unanticipated revenues and expenses so your budget can be amended accordingly. Part of the Treasurer's responsibility is to keep track of revenue and expenditures and alert the executive and membership to any changes (surpluses and deficits) with the budget. Membership should vote on any amendments.

Bylaws can help guide decision-making and spending approvals: make sure your PAC Bylaws have a financial section.

Your Bylaws should address signing authority, fiscal year, financial procedures including expenditures, voting and approvals, and preparing a budget, as well as the minimum start up funds that should be left for the next year.

BCCPAC Budget Template Sample:

https://bccpac.bc.ca/index.php/resources/16-dpacpac/106-pac-budget-sample

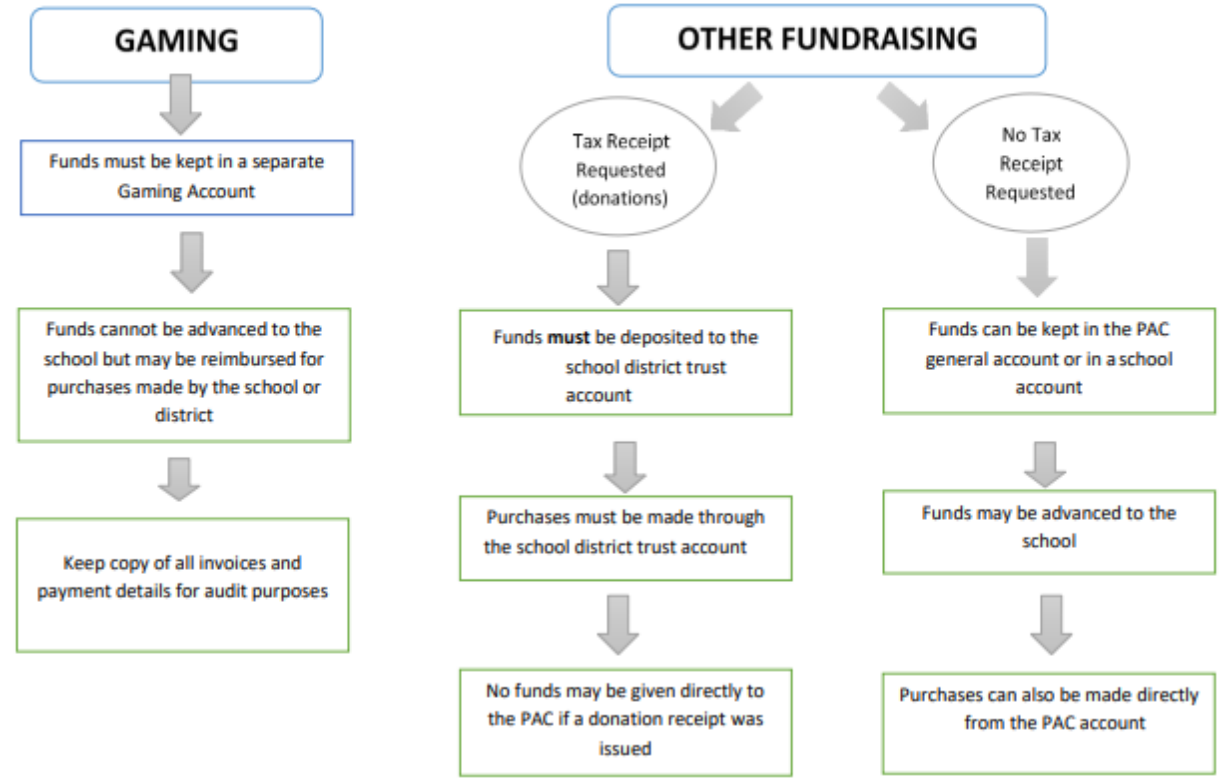
PAC Fundraising Activity

PACs are often asked to fundraise, although this is not the primary purpose of the PAC.

In addition to fundraising, other PAC sources of revenue may include donations, gaming money and grants, including the Community Gaming Grant. Depending on the source of the funds, revenue could be held in one of several different accounts: in a gaming account, in a general account, or at the school or district level.

- Gaming grants and funds raised by Gaming raffles, 50/50, etc., must be held in a separate Gaming account
- If a tax receipt is required, the funds must be deposited in the School District trust account – cheques must be made payable to the School District
- If no tax receipt is required, the funds may be deposited in the PAC General bank account

PAC Fundraising:



Administrative Procedure 520 addresses District policy around fundraising.

https://bcsd73.civicweb.net/filepro/documents/93952/

Administrative Procedure 520

FUNDRAISING

Background

The District recognizes that students, staff members or parent groups may wish to engage in fundraising activities in order to raise funds for school or charitable purposes. Similarly, the District recognizes the educational value of student involvement in fundraising activities in support of worthwhile charities.

The District permits individual schools to supplement available funds through fundraising activities permitted in the *School Act*. The District permits school support of the fundraising initiatives of registered charitable organizations.

Fundraising activities should be rewarding events for the students, parents, and teachers, with the common goal of enhancing learning. To ensure that individual schools and Parents' Advisory Councils (PACs) retain their initiative in involving communities, and the District will continue to support decision-making for fundraising at the local school level.

FUNDRAISING – EXPENSES

- The purpose of the fundraising activities and the intended use should be made known to parents and students. PACs should be fundraising *for* something, not just fundraising for an unknown future purchase.
- Fundraising expenses can be paid out of the proceeds as approved by the PAC executive.
- All transactions must be identified by appropriate supporting documents. Receipts and invoices must be retained and filed.
- Fundraised money can be applied to events, fees or purchases as long as the initiative undertaken by the PAC has prior approval from the school's Principal in consultation with any affected districted departments.
- No deposits can be made to the Gaming Account other than the Community Gaming Grant, or Licensed Gaming Event proceeds.
- Whereas gaming funds CANNOT be advanced to the school, other fundraising net proceeds can be held in account at the school. PACs have the option of requesting permission from the school Principal to delegate the bookkeeping function to the school administration in alignment with standard accounting processes. Otherwise, PACs are responsible for financial accounting as per the District Fundraising policies and procedures.
- Fundraising campaigns must be a school or school district sanctioned event. Principal approval is required for all fundraisers.
- Each group under the PAC umbrella (music, grad, etc) must follow all District policies and procedures.

COLLECTION AND DEPOSIT OF FUNDS

- Collection of cash and cheques from fundraising activities should be recorded and deposited as soon as possible. Frequent deposits will help reduce the likelihood of theft or missing funds.
- Collected cash should not be used to pay for expenses. Deposit the cash in the bank and pay expenses by cheque.
- Cash from fundraising activities should be counted by two individuals (other than the treasurer) and recorded on a PAC event deposit form
- The completed PAC event deposit form should be sent to the Treasurer with the cash/cheques for deposit to the bank as soon as possible, or taken to the bank for deposit by the fundraising group.
- The Treasurer should ensure that the original PAC event deposit form is retained with the bank deposit slip as a supporting document.

PAC Event deposit forms can be simple forms designed by PACs that include the amount of cash and cheques collected, as well as the names and signatures of the money counters and the name of the person depositing the money. An example of a simple PAC deposit form is below:

PAC CASH DEPOSIT FORM

DATE: _____

EVENT : (BANK TELLER - Please insert this as memo)_____

EVENT COORDINATOR: _____

DEPOSIT TO: PAC ACCOUNT : (ACCOUNT NUMBER:_____)

CASH

_____ X $5.00 = $ _____

_____ X $10.00 = $ _____

_____ X $20.00 = $ _____

_____ X $50.00 = $ _____

_____ X $100.00 = $ _____

COIN _____ X 0.05 = $ _____

_____ X 0.10 = $ _____

_____ X 0.25 = $ _____

_____ X 1.00 = $ _____

_____ X 2.00 = $ _____

CASH TOTAL $ _____

U.S CASH $ _____

TOTAL CHEQUES $ _____

TOTAL FOR DEPOSIT $ _____

CASH COUNTED BY:	CASH COUNTED BY:
Name/Signature/Date	Name/Signature/Date

CASH DEPOSITED BY:

_____

Print Name / Signature/ Date

PAC/DPAC GAMING GRANTS

Community Gaming Grants support PACs and DPACs by providing funding to support the enhancement of extracurricular opportunities for K-12 students in British Columbia, regardless of background or identity characteristics.

The eligible use of PAC Gaming Grant funds is intended to benefit all students by enhancing the extracurricular opportunities of students who attend the school(s) represented by the PAC.

PAC Gaming Grant funds may not be used to pay for goods or services used primarily by teachers in the classroom to deliver curriculum or by students to complete British Columbia K-12 curriculum requirements.

Please see the Community Gaming Grants: PAC & DPAC Guidelines and Conditions document for eligibility criteria, guidelines and conditions specific to PAC/DPAC applicants available at:

Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC) Grants - Province of British Columbia

Overview

Eligibility	Parent Advisory Councils (PACs) or equivalent groups (e.g. parent support groups) at public schools, group 1 or 2 independent schools and First Nation band schools. District Parent Advisory Councils (DPACs) Details provided in Section 3 of the Community Gaming Grants: 2025 PAC & DPAC Program Guidelines (PDF, 3.4MB).
Grant Amount	**PAC:** $20 per student, with a minimum grant of $2,000 for PACs with fewer than 100 students **DPAC:** $2,500 per year
Application	One application per year.
Application Period	Apply between April 1 and June 30 Notification by September 30 Late applications are highly unlikely to be funded.

How to Apply

Step 1: Check that your organization is eligible to apply for a PAC/DPAC Grant by reviewing the PAC & DPAC Grant Guidelines (PDF, 1.8MB) and Conditions (PDF, 130KB). Applicants are encouraged to read both documents in full, as they contain important information about eligibility, application requirements, the use of grant funds, and the responsibilities of grant recipients.

Step 2: Determine when to apply. PAC and DPAC Grant applications must be submitted between April 1 and June 30 each year. Applicants will be notified of the application results by September 30. Late applications will not receive a response until March 31.

Step 3 (New): Ensure your organization has a Business BCeID account. Applicants may also apply using a Basic BCeID account; however, the features for this option are limited. Please visit Types of BCeID for full details. Also see this BCeID info sheet for how these interact with your grant application access.

Step 4: Prepare for your application. Before beginning the online application, please see the PAC & DPAC Grant Pre-Application Checklist (PDF, 184KB), to ensure that you have all required information and documentation available. This preparation will make applying faster and easier. Additional resources are listed below.

Step 5: Start your application. Go to the Apply Now page to start your online application. Choose the correct form (PAC or DPAC) and the appropriate link for the type of BCeID account you are using (Business or Basic). All required supporting documentation must be attached to the online application. You can save your progress, exit the application, and log back in later.

Step 6: Submit the application. After all required details are entered and all required supporting documentation is attached, click on the "Submit" bottom at the bottom of the form. Once submitted, you will see a confirmation screen with a Confirmation ID number and will be able to save or print a PDF copy.

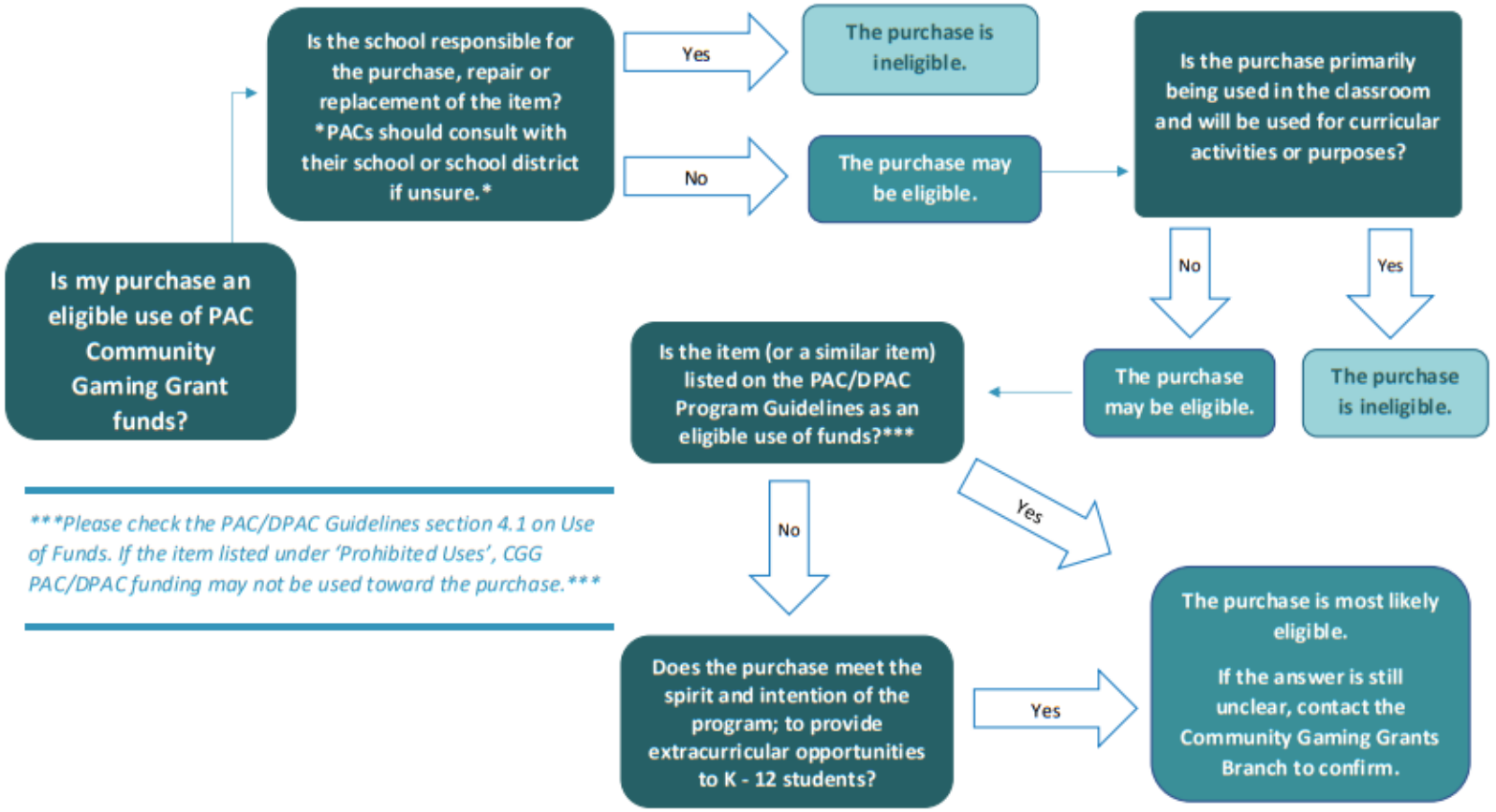
If you have questions about your application, please refer to the PAC & DPAC Grants FAQs (PDF, 242KB), which answers commonly answered questions

PAC GAMING GRANT SPENDING

- PACs cannot advance gaming funds to the school
- Community Gaming Grants are deposited directly into the PAC Gaming Bank account only. It is no longer required that cheques be stamped with "gaming account".
- A PAC is ineligible for a community gaming grant if it cannot demonstrate that it has delivered the program within BC for at least 12 months. This means new schools cannot apply for a Gaming Grant in their first year.

- If a new school has opened and children are transferred to the new building from an existing school, the old PAC may be asked to share some of their gaming grant money with the new school proportionate to the number of students being moved. There is no legal requirement to share funds, but there is precedent for transferring $20 from the old PAC to the new PAC for each student transferring to the new school.
- The PAC who originally received the money from the community gaming branch remains responsible for accounting for those funds, even if they've transferred some money over to the new school's PAC. It is sufficient for the old PAC to tell gaming on their year end statement that they transferred $X to the new PAC at the new school to support children who were moved as part of a catchment change, and then itemize what the new PAC used the funds for. PACs have to work together to complete this report, but, ultimately, the PAC who initially received the funds is obligated to account for them to the Community Gaming Branch as part of their year end report.
- Community Gaming Grants MUST remain under the management and control of the PAC that receives them. They cannot be passed off to a Principal or other staff member.
- PACs can, however, reimburse the school or school district with gaming funds for approved purchases that meet gaming grant criteria.
- The PAC must retain supporting documentation for 7 years from the end of the fiscal year in which the revenue was distributed.

Decision Tree for eligible uses of PAC Community Gaming Grant funds:



****Please check the PAC/DPAC Guidelines section 4.1 on Use of Funds. If the item listed under 'Prohibited Uses', CGG PAC/DPAC funding may not be used toward the purchase.****

https://gov.bc.ca/gaminggrants

BRITISH COLUMBIA

BC GAMBLING EVENTS (RAFFLES, 50/50, etc)

A community group or organization may be eligible to receive a license to hold a gambling event that earns revenue to benefit charitable programs and services within B.C.

All gaming in BC requires a license.

A license must be applied for in advance of the proposed gambling event. Licensees are responsible for following the Licensed Charitable Gaming Rules (PDF) related to the gambling event and for using the proceeds to support the eligible programs as approved on the license.

For PACs, gaming proceeds must be used for disbursements within BC and must have a direct benefit to BC students by enhancing their extracurricular opportunities. If you wish to use gaming funds to travel outside of BC, you must get permission from the Gaming branch.

All gaming proceeds must remain under the control and management of the PAC, whose membership is comprised of parents or guardians of students attending the school.

- For PACs, eligible disbursements include, but are not limited to:
- Student publications: newsletters, yearbooks
- Student competitions: writing, debating, chess, music
- Student societies: drama club, student society
- Student ceremonies: graduation, dry grad
- Student conferences or educational field trips within BC
- Uniforms and equipment for extracurricular activities
- Sports equipment
- Capital acquisitions directly benefiting students, such as playground equipment or student computers used for extra-curricular groups or activities
- Awards and trophies
- Student transportation and travel within BC
- Student transportation and travel outside of BC, as listed in Special Approval: Out-of-Province Travel.

There are four classes of licenses:

- Class A: Gambling events that project more than $20,000 in gross revenue
- Class B: Gambling events that project $20,000 or less in gross revenue
- Class C: Gambling events held as part of Registered Provincial Fairs and Exhibiltions
- Class D: Gambling events that project $5,000 or less in gross revenue

You will usually apply for a Class B license, which generally takes 10 business days to approve.

Note: Silent Auctions are not games of chance, and therefore do not require a gaming license.

Minors selling raffle tickets:

Section 17.5 of the licensed charitable gaming rules states that minors may not sell tickets on behalf of an organization. The exception is for Class B licences. If an organization has a Class B gaming event licence, minors may sell raffle tickets if raffle tickets are not more than $5 a ticket and the minor does so only as a volunteer.

For all information related to eligibility, application submission, classes of licenses, event types and the management and conduct of an event refer to:

https://www2.gov.bc.ca/gov/content/sports-culture/gamblingfundraising/gambling-licence-fundraising.

Please note that schools and school districts are public bodies and cannot participate or assist in the operation of any type of gaming, including raffles. This includes being unable to offer tax receipts to donors of items for raffles.

GoFundMe AND ONLINE FUNDRAISING

- GoFundMe should not be used to collect funds from parents and the public online, as it does not meet the current requirements of SD73's policies and procedures.
- SD73 is working to support the online donation module within SchoolCashOnline.
- The collection of online donations and the ability to use platforms like GoFundMe is being reviewed by the School District at this time, and updates will be posted when they become available.

DONATION

The District encourages schools and PACs to receive donations by cheque.

When your donor provides a cheque:

- School/PAC collects the cheque and ensures the donation receipt info is completed and attached to the cheque.
- School forwards the collected proceeds to the District for issuing donation receipts.
- District deposits the donations in the PAC's trust account.

When a Donation Tax Receipt is Requested

The Government of Canada's Charities Directorate provides clear guidelines on when the School District can issue donation receipts.

Donation tax receipts can only be issued by the school district (which is a registered charity) for qualifying donations.

Donations where a tax receipt is requested must be made payable to the School or School District.

Donations that have received a tax receipt may not be forwarded to the PAC account (must stay in the School or District Bank Account).

PACs need to work with the school secretary to organize the information and request for donation receipt and submit to the Board Office.

Receipts are issued annually over the summer and at the end of the calendar year. We are only able to issue CRA Charitable Donation Receipts when the donation meets the CRA's requirements.

Donation tax receipts for individual gifts below $25 will not be issued.

DONATIONS FOR A SPECIFIC PURCHASE

The school secretary has the proper forms to request tax receipts.

Donations made directly to the PAC and deposited in the PAC General Bank Account are not eligible for tax receipts.

If a parent donates money to a PAC to be spent for a particular cause (for example, chrome carts), it would be up to the PAC to ensure that the money is held for that specific purpose.

When a PAC is fundraising for a specific purpose, it is suggested that the PAC provide an alternative purpose for which funds can be used. That way, if the original purpose cannot be carried out or if there are surplus funds, the money can be used for an alternate project. The alternative purpose should be communicated to potential donors when funds are solicited. For example, "The funds will be used for XXX and any excess or unused funds will be spent in support of students at XXX school."

If the donation is a large amount for a specific purpose, the funds could be deposited at the District Level in a specific account for the school and purpose of the donation.

It's important to note that to issue donation tax receipts as part of a fundraiser, there must be an identifiable use or need for the money. Donations received for a specific purpose or project and donor directed funds must be used only for the stated purpose.

Non-cash donations must be clearly suited for the furtherance of the educational purposes of the district and meet all District donation criteria (for example, a donated car for the auto shop class). A tax receipt may be able to be issued to the donor for the fair market value as assessed by the District's Purchasing Department according to CRA rules.

For more information, refer to AP545 Education partnerships regarding corporate sponsorships and donations.

DONATIONS FOR SILENT AUCTIONS

Sometimes a PAC is offered an item to be part of a silent auction. If the donor is requesting a tax receipt, this request must be reviewed by the School and forwarded to the District.

Generally:

Receipting for items donated for an auction:

- A receipt can be issued to the donor for the fair market value of the item at the time it is donated to District (https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/charities-givingglossary.html#fmv)
- The donated item may be subject to the deemed fair market value rule as set out by the Canada Revenue Agency guidelines. (https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registeredcharity/issuing-receipts/deemed-fair-market-value-rule.html)
- If the fair market value of the donated item cannot be established, the District cannot issue a receipt

When making a request to determine if an item is eligible for a tax receipt, please include:

- Name of the donor (individual or business)
- Complete description of the item
- Proof of the value of the item (invoice if possible)

Some types of items may not be eligible for tax receipts (ex. Hand made items, one-time use of personal property, rent-free accommodation). More information can be found at https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/issuing-receipts/fundraising-events-issuing-receipts.html

After all fundraising initiatives, a summary of revenues and expenses for each fundraising activity should be prepared on completion of the activity and submitted for review by the PAC.

TRUST FUND STATEMENTS

Donation funds that are received online or by cheque will be held in the District Trust account for PACs. The Principal can help you obtain statements quarterly or as requested.

SPENDING DONATION FUNDS HELD IN TRUST

If the money is to be spent on large purchases, the school Principal and the District should assist you in obtaining competitive pricing by issuing purchase orders.

Depending on the size of the purchase, the PAC may be asked to issue a cheque for the estimated cost of the purchase before the purchase order is issued. This cannot be from gaming funds.

Invoices for smaller purchases can be forwarded to the school/ board office for processing and payment through the trust account.

When the School District issues the payments for either type of purchase, the GST rebate is automatically credited to the invoice when it is charged to the trust account.

HOW TO PAY FOR PAC PURCHASES THROUGH THE DISTRICT

- School initiates requisition to the District Purchasing department, stating the amount or percentage of the PAC is paying.
- The Vendor ships the goods to the school or District.
- The District pays the vendor invoice. The District invoices the PAC.
- The PAC writes a cheque to the District (the amount on the District invoice will already have the tax rebates deducted).
- Note: Sometimes the District will ask the PAC for reimbursement up front . Note: you cannot use Gaming funds to pre-pay an invoice.

HOW TO PAY FOR PAC PURCHASES THROUGH THE SCHOOL

- School initiates the purchase
- Vendor ships the goods to the school
- School pays the vendor invoice and the school invoices the PAC directly (minus any tax rebates)
- PAC writes a cheque to the school. Sometimes, for larger purchases, the PAC will write a cheque first. However, pre-paying cannot happen out of Gaming account.

TAX REBATES

- Federal (GST) 5%
- Provincial (PST) 7%
- School Districts and Schools receive a 68% rebate on GST
- On books and children's clothing, the rebate is 100% of the GST

SCHOOL-BASED CAPITAL PROJECTS

Schools and PACs often partner in various types of capital projects and have used a combination of funding methods, including Ministry of Education grants, local grants, PAC gaming grants, PAC raised donations, school raised funds, and community contributions.

PACs work closely with Principals to identify needs and ways to address them. Principals should inform and work with SD73 Facilities Department ahead of purchasing equipment. The Principal has the final say over any/all Capital Projects.

For playgrounds and other outdoor projects, the Facilities Department is responsible for scheduling all the physical work done at school sites. Even if a contractor/supplier will be doing the actual work, Facilities is involved in making the site and Facilities staff available.

The District will issue purchase orders for these projects which will ensure that all legal requirements and insurance needs are met.

Other School-based Capital-type Projects Purchases of computers, projectors, and other significant equipment must also be coordinated with the District and with the Information Technology Department for any IT equipment.

For computers, the equipment must fit with the district's technology plans and be supported by that department.

Other examples of purchases that require consultation with Facilities (this list is not exhaustive):

- Classroom furniture
- Water fountains/bottle filling stations
- Classroom/gymnasium/kitchen renovations
- Landscape improvements

Depending on the size of the purchase, the PAC may be asked to issue a cheque for the estimated cost of the purchase (non-gaming funds) before the purchase order is issued if there are not enough funds in the PAC's trust account to cover it.

PST REFUND INFORMATION FOR PARENT ADVISORY COMMITTEES

Some purchases made with PAC-raised funds may be eligible for a refund of part or all of the PST paid. https://www2.gov.bc.ca/assets/gov/taxes/sales-taxes/publications/pst-401-refunds-pac-funded-purchases.pdf

To be eligible for this refund, the goods or software must be:

• purchased in whole or in part with PAC-raised funds

• for school or student use at the relevant school for which the PAC is established.

INSURANCE FOR FUNDRAISING EVENTS

Prior to holding any event on a school site, PAC should confirm with the Principal that the event will be covered under the District's School Protection Plan insurance (SPP). SPP Liability coverage can extend to cover PAC/DPAC members as follows:

- Liability coverage only applies to activities authorized by the school district.
- School districts should ensure that PAC/DPAC activities are properly authorized by the school district in accordance with board policy.
- If a school district does not authorize an activity, the school district should separate themselves entirely from the activity to ensure that they are not involved or perceived to be involved in any way (ex. Dry grad)
- Liability coverage does not extend to PAC/DPAC volunteers.
- Liability coverage does not apply to claims brought by one PAC/DPAC member against another member.
- For SPP Liability coverage to extend, all legal contracts must be in the name of "The Board of Education of School District No. 73" and the other party.
- The PAC/DPAC does not have the legal authority to enter into legal contracts (services, occupancy, rental, etc).

Questions?

District Treasurer: Contact:
hcull@sd73.bc.ca

SD 73 DPAC Treasurer:
Sd73dpactreasurer@gmail.com