

Beaumont Composite High School Parent Advisory Association Policies Manual

MISSION STATEMENT

The Mission of Beaumont Composite High School Parent Advisory Association is to raise funds through gaming activities, which will be used to support the students and staff of ESBCHS.

A) POLICY MAKING

Preamble:

The Beaumont Composite High School Parent Advisory Association (Association), believes that developing and following policies will help to provide effective parameters and guidelines for the action of its members and committees. The Association will also endeavour to use these policies as orientation tools for new members.

In fulfilling its responsibility for policy making, the Association will:

- a) Ensure that policies comply with relevant legislation and regulations, including AGLC, with the Association Bylaws, and with existing Association policies before being approved as new policy.
- b) Work from the broadest, most general statement of policy when setting operational policy. The Association may develop more specific policies until satisfied that it has reached the necessary level of clarification and direction.
- c) Encourage interested community individuals to participate in its policy-making process.
- d) Ensure policies approved by the Association are available to all members and original copies are kept in a safe location.
- e) Ensure that policies are monitored and reviewed by the Policy Review Standing Committee, chaired by the Vice President, at minimum on an annual basis.
- f) Ensure that all written policies are consistent in appearance and presentation.
- g) Whenever possible, provide a Preamble to explain rationale, spirit or intent of what the policy is attempting to accomplish.
- h) Recognize that policies are being written not only for the present but also for future use.

Policy Adopted on: _____

Last Reviewed: _____

Next Review Date: _____

B) FINANCIAL MANAGEMENT POLICY

Preamble

The Beaumont High School Parent Advisory Association (Association) will handle funds to support and sustain its own operational plans, and to achieve its objectives and purposes. The Association will handle all funds and conduct all financial transactions with accuracy and transparency. In Accordance with Association Bylaw #18 and as per financial management practices, policies are established to protect the integrity of the Association as a whole, as well as individual members. The Association must

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ensure that policies comply with relevant legislation and regulations, with the Association Bylaws, AGLC policies and with existing Association policies before being approved as new policy.

1. Role of the Association Executive:

- The Association executive may, at any time, determine additional financial management precautions that need to be established and implemented.
- Any changes in financial management processes will immediately be considered to be a change in this policy, and will be handled and documented as such.
- The Association Executive will create and approve the annual budget. Bylaw 3-2 e) viii)
- The Association Chair will request annually a want/need list from principal and staff and will review and update list as necessary.

2. Role of the Treasurer:

- The Treasurer of the Association will ensure that all financial transactions are conducted in accordance with the policy.
- The Treasurer will be responsible for ensuring all monies received are deposited in the appropriate account. Bylaw 3-2d) i)
- The Treasurer will be responsible for ensuring that funds have been disbursed as directed by the Association Exec. Bylaw 3-2d) ii)
- The Treasurer will be responsible for the recording of financial transactions and the preparation of financial reports on a monthly and annual basis. Bylaw 3-2d) iii)
- The Treasurer will report to the Beaumont High School Parent Advisory Association each meeting (Bylaw 3-2d) iii)) and present the most recent financial statements as well as any pertinent information regarding the financial situation of the Association. This may include a comparison of actual expenditures to budget.
- The Treasurer will present the original bank statement for viewing by the board when presenting the monthly financial statements.
- Should the Treasurer not be able to attend a meeting, the reports for presenting will be forwarded to the Chair of the Board for presentation at the meeting. Societies Act Section 9- 4 j)
- The Treasurer will prepare, and submit with Board approval, any financial reports required by organizations and agencies in a timely manner. Bylaw 3-2d) iv)
- The Treasurer will ensure that the storage of any personal financial information collected will occur in a secure protected location (eg. a locked filing cabinet or password protected electronic storage). Privacy- Society Act Section 9-4 i), Bylaw 15
- The treasurer will assist and/or communicate with the Fundraising Director for AGLC application and processing purposes. Bylaw 3-2

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3. Collection of Funds:

- Funds collected on behalf of the Association will not be removed from the collection location until counted and verified by a minimum of two (2) individuals, both of whom will be members of the Association.
- Verification will be considered complete when two (2) tally sheets providing a denomination breakdown of the funds are dated and signed by the individuals performing the count. The bank deposit book may be used as the tally sheets or see the sample provided.
- The verified funds will be kept in a secure location, complete with one copy of the signed tally sheet, until they can be deposited by the Treasurer or designate. The second signed tally sheet will remain with one of the individuals performing the count.
- Should a discrepancy occur between the amount for deposit calculated by the financial institution and the signed tally sheet, the individual making the deposit will immediately notify the Treasurer and the Association President. The President and Treasurer will then research the cause of the discrepancy, and report their findings to the Association Executive.

4. Disbursement of Funds:

- Funds shall be disbursed when the Association Executive has approved a motion to make a payment to a specific vendor for a specific amount.
- Backup (invoices/receipts) should be presented for every cheque request. Once paid, this backup should be filed neatly in cheque order. Vendor statements are not considered invoices and should not be used for payment backup. There is a sample Cheque Requisition form included in the manual.
- The Treasurer and Association Executive will make an effort to pay invoices and reimbursements in a timely manner.
- Prepared cheques will be signed by two signing officers. Bylaw 3-2d-v
- No pre-signed cheques allowed.
- Directors shall not sign cheques made out to themselves.

5. Recording of Financial Transactions:

- If books are tracked manually, a “Double Entry” bookkeeping system is recommended to record the bank activity, income and expenses. This system requires separate columns for bank income (credits), bank expenses (debits) and the bank balance. As well, there should be separate columns to track each individual activity (ie. Fundraising Income, Fundraising Expense). Each row should be a net of zero (ie. if you deposit \$100 from fundraising you would record it in the bank income column and the Fundraising Income column).
- The bank balance in the bookkeeping records should be reconciled monthly to the bank statement.
- The prior year records will be kept for 7 years and stored in the principal’s office.

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6. Fiscal Year End:

- As per bylaws the fiscal year end of the Association shall be July 31. Bylaw 4c)

7. Annual Audit:

- As per Association Bylaws, the financial records of the Association will be audited once each year by two (2) members, chosen at the AGM, who do not have signing authority on any of its accounts. Societies Act Section 9 4 (f) and Bylaw 4a)
- The Treasurer will provide to the auditors the receipt books, bank statements, deposit books, cheque backup, ledger book or spreadsheets, an income statement for the full fiscal year, and a Balance Sheet as at year end.
- The Auditors will check that all financial policies have been adhered to. As well, the auditors will ensure the financial statements are an accurate reflection of the financial standing of the association. This would include checking that the bank balance is reconciled to the bank statement, all income and expenses are reported accurately, all accounts receivable and amounts owing as at year end are accurate, etc.
- The following time line is suggested to best meet the AGM required date: The treasurer will prepare the Financial Statement and give to two Auditors (chosen at previous AGM) by the end of first week of September. The Audit shall be completed and emailed for Board's Perusal by end of second week of September. The Board Meeting to approve the Financial Statement will be held the Third week of September, followed by the AGM in the fourth week of September where the financial statement is presented by the auditors as outlined in the Societies Act Section 25 and 26 2d) and Association Bylaw 4b)

8. School and School Board Relations:

- Although the Association works cooperatively with the school body, the principal students and staff act in an advisory role to the Association as an associative member not as a voting member. However the Principal has the right to veto the action of the association if it is not in best interest of school. Bylaw 2
- The school staff should be informed of who the Treasurer is.
- A mail slot should be allocated to the association for collection of correspondence.
- The school staff should ensure all invoices or statements for goods received on behalf of the organization are forwarded to the Treasurer or left in the mail slot.
- Bank statements should be mailed to the school and left in the association mail slot for pick up by the Treasurer.
- Adhere to General Management Association Bylaws 10 and 15
- As a Non-Profit Society under Alberta Societies Act the Association is required to submit an annual return to Alberta Societies. The Association is NOT required to submit an annual report to the School Board.
- The School Board does not provide liability protection to the Association, it is a requirement of the Association to purchase their own liability insurance if required.

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9. Association Member Relations:

- All members in attendance at a regular board meeting shall have the opportunity to view any pertinent financial documentation including the original bank statement that will be kept in the Treasurers control after presentation and filed with the bookkeeping records.

10. Borrowing:

- As per Bylaws, the Association may not borrow or raise or secure the payment of money that puts the Association in debt. Societies Act Section 9 (4e)
- Societies Act Section 4 and Section 17, 18 and 19 and Bylaw 12

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COLLECTION FORM

Group Name: _____

Date: _____

Funds Submitted by: _____

Purpose: _____

Cash Denominations:

\$5 x _____ = _____

\$10 x _____ = _____

\$20 x _____ = _____

\$50 x _____ = _____

.05 x _____ = _____

.10 x _____ = _____

.25 x _____ = _____

\$1 x _____ = _____

\$2 x _____ = _____

Cash: _____

Cheque List:

Name = Amount

_____ = _____

_____ = _____

_____ = _____

_____ = _____

_____ = _____

_____ = _____

Cheques: _____

Total: _____

Signature: _____

Second Signature: _____

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Beaumont Composite High School Parent Advisory Association Request for Reimbursement

Date requested: _____

Pay to: _____

Receipt #	Description of Expense	Total
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Expense Report Total _____

Date Approved in Board minutes: _____

Date Paid Out: _____

Cheque #: _____