

## CCPS P&C Treasury Guidelines for Events and Fundraising

Thank you for your assistance in raising funds for the CCPS P&C Association to support our children and school. This document provides guidelines regarding the handling of funds and cash associated with P&C events and fundraising.

Year co-ordinators, class co-ordinators and others assisting with events and fundraising are asked to refer to these guidelines before commencing event organisation.

### Scheduled Events

P&C Fundraising and Communications team to advise Website Administration Operator when an event is scheduled and requires collection of funds via PayPal.

Website Administration Operator to advise PayPal operator and Treasurer when a scheduled event is set up via the website for payment via PayPal.

P&C Fundraising and Communications team to advise PayPal operator and Treasurer of event organiser's name and contact details.

P&C Fundraising and Communications team to provide event organiser with excel template to record revenue, expenses and reimbursement details.

### Funds Received via PayPal

A PayPal sweep is performed regularly by the PayPal operator to transfer PayPal funds to the P&C Bank account. Each time funds are transferred from PayPal, a spreadsheet is produced detailing payments made and a running total for that event. This spreadsheet will be emailed to the appropriate event organiser.

### Expenses Paid by Parents:

- Keep all receipts for expenses incurred;
- Scan; use a scanning app; or photograph to record receipts electronically and email to treasurer along with excel spreadsheet template containing expense details and your bank account details for reimbursement;
- Additionally, leave hard copies of receipts/invoices at office for treasurer;
- Clearly label any cash received in the lead up to or following an event and leave with the school office to place in the safe.

### Supplier Invoices

As above, please keep all receipts/invoices. Email invoices to treasurer to be paid. If you pay the invoice personally, send an electronic receipt and your bank account details for reimbursement.

### Float

When a float is required for an event, event organisers are welcome to either arrange their own float or provide the following details to the treasurer at least a week prior to the event: Denominations required and how much of each denomination required. Float will be collected from bank and held in school office safe until the event date.

### Events Involving Cash

For events (e.g. Afternoon teas) involving cash sales:

- Cash to be counted by at least 2 people at end of event or as soon as possible;
- Record the \$ amount collected and name of event. Take clearly labelled cash to school office to be placed in the safe as soon as possible;
- Email treasurer to advise cash is in the safe and awaiting collection to be banked.

Thank you!

### 2017

Treasurer: Harriet Hill [harriethill@optusnet.com.au](mailto:harriethill@optusnet.com.au) 0413 494 116

PayPal Operator: Adam Weschler [awechsler@bigpond.com](mailto:awechsler@bigpond.com)

Website Administration Operator: Reb Buckton [reb@buckton.net](mailto:reb@buckton.net)