**Authorised persons**

Castle Cove Public School Parents and Citizens Association (CCPSP&C) authorises current members who hold positions of Office Bearers, Sub-Committee Coordinators, or other members holding formal positions in CCPSP&C to spend CCPSP&C funds for official CCPSP&C activities and events according to the guidelines outlined in this document.

Pre-authorised spending limits, before Executive committee approval is required, are as follows:

* Executive Committee Officer Bearers $1,000
* Sub-Committee Coordinator $ 500
* Members holding volunteer positions $ 200

Spending above these amounts will require the authorisation of at least 2 Executive Committee Office Bearers.

**Scheduled Events**

P&C Fundraising and Communications team to advise the Treasurer and Paypal operator when an event is scheduled.

The Treasurer will email the event organiser with the Excel template so as to record revenue and expenses. This spreadsheet should be completed and returned to the Treasurer once the event is completed.

**Funds Collected for Events**

Under no circumstances should funds be collected by parents for P&C events (cocktail parties, afternoon teas) into personal bank accounts. Funds must be collected via the P&C website (preferred), direct to P&C bank account (administratively more time consuming) or cash via the office.

For Band events; a sweep is performed regularly by the Paypal operator to transfer Paypal funds into the P&C Band 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 and the Band Treasurer.

For All Other events; a transfer is made from Humanitix to the P&C bank account. Each time funds are transferred from Humanitix, a summary of revenue for that event is emailed to the appropriate event organiser and Treasurer.

**Expenses paid by parents:**

* Keep all receipts for expenses incurred;
* Email receipts and the Excel file to:
* Treasurer and
* Xero CCPS [xero.inbox.vn1sx.xtoc61vqewgs511a@xerofiles.com](mailto:xero.inbox.vn1sx.xtoc61vqewgs511a@xerofiles.com)
* Clearly label any sundry cash received in the lead up to or following an event and leave with the school office.

**Float**

When a float is required for an event, please notify the treasurer at least a week prior to the event so that the float can be made available.

A deposit bank card will also be provided so that event takings can be deposited directly into St George Bank.

The float and deposit card are to be left with the school office or returned directly to the Treasurer.

**Events involving cash**

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

* Cash is to be counted by two people at the end of event or as soon as possible;
* Record the amount and the name of the event;
* If cash cannot be banked immediately, take cash to the school office to be placed in the safe;
* Email the Treasurer to advise cash takings and when money will be banked.