

Castle Cove Public School Parents and Citizens Association

Expenses and Collections Guidelines

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 per expense 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.

A contractor of CCPSP&C needs to obtain approval from the Executive Committee prior to any expenditure.

Scheduled Events

The event organiser is to advise the Treasurer and Paypal operator when an event is scheduled.

Funds Collected

Under no circumstances should funds be collected 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.

Clearly label any sundry cash received in the lead up to or following an event and leave with the school office.

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Expenses paid by parents

No payments should be made with cash. For audit purposes we require an invoice with GST charged, if applicable.

Where possible, the event organiser should collate as many receipts as is reasonable so as to reduce the amount of cash reimbursements. When claiming a reimbursement for several receipts, please complete the expense reimbursement Excel file which can be found on the CCPSP&C website.

Email receipts to the Treasurer and if possible, also to Xero CCPS
xero.inbox.vn1sx.xtoc61vqewgs511a@xerofiles.com

Float

When a float is required for an event, please notify the Treasurer 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.

Hardship

The P&C understands families in our community can experience financial hardship and where possible we would like to support them. Assistance needs to be approved through the P&C executive committee by contacting the CCPSP&C Secretary (ccpspandcsecretary@gmail.com)