

École Guyot Parent Advisory Council (PAC)

Member Guidelines

September 2016

École Guyot Parent Advisory Council (PAC)- Member Guidelines

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1) École Guyot Parent Advisory Council (PAC) Purpose– The École Guyot PAC - referred to as the Council, and commonly referred to as PAC - was established in 2003 to facilitate collaboration, communication and support between the parent community and the principal and staff members of our school, École Guyot.

2) École Guyot PAC Role

- a) Collaboration – the school provides information regarding school programming and events; in turn the Council provides feedback and support, and is able to bring forth any concerns the parent community may have
- b) Communication - the Council receives information from the school, and school division, and in turn, shares this information with the parent community
- c) Supportive – through the work of its members and committees, the Council supports the school via fundraising, non-fundraising events, and other activities.

3) Activities – The Council carries out a variety of activities for the purposes of:

- i) **Fundraising to support school activities.** Monies raised for this purpose are distributed back to the school to subsidize learning activities beyond the provision of regular funding.
- ii) **Other events and activities.** The following activities are undertaken to provide enrichment and social opportunities for students and families, or to provide auxiliary services for the school community.

- Welcome Back BBQ – September
- Book Fairs (English and French) – Fall and Spring
- Winter Event – February
- Movie Nights – Fall and Spring
- Hot Lunches – September thru June
- Safety classes and/or Babysitting courses – various dates
- Family Fun and Learning night - April
- Staff Appreciation Week – May
- Volunteer Recognition awards – June

Committee members and volunteers carry out all of the work involved in the above activities

4) Fundraising Guidelines

- a) As a not-for-profit body, members must adhere to the policies set out by the Louis Riel School Division and the Manitoba Department of Education and Training.
- b) The PAC members should consider the interests of the students and parent community at the forefront of decisions to undertake fundraising activities
- c) Fundraising activities shall be carried on without personal gain for its members.

5) Revenues

- i) **Fundraising Revenues** – Fundraising is planned and allocated in the annual budget which is approved by the elected members. Fundraising revenues may be allocated to special projects or activities which will be approved by the budget process or a special motion at PAC meetings.
- ii) **Other Revenues** – Although most non-fundraising events and activities are planned and budgeted to be revenue-neutral, small profits or losses may result. Any profits or losses will go into general revenues, and be allocated at PAC’s discretion.

6) Expenditures

- i) The Council will consider funding school projects and activities which:
 - Enhance the learning experience for students;
 - Foster greater cultural understanding;
 - Assist in enhancing the safety and physical well-being of students;
 - Enhance the sense of community among the students, parents and staff of school.
- ii) PAC will use its discretion in considering allocating funds for activities that fall outside this guideline.

7) Roles of Elected Members – General Guidelines

- a) Members are expected to attend monthly meetings which are usually the second Tuesday of each month of the school year.
- b) Members are elected or re-elected at the Annual General Meeting (AGM) held before October 15 each year following the school year.
- c) All notes and letters from the Council or its committees to the parent community or other party must be approved by the Principal and the Council Chair(s). All written communication must indicate PAC as its origin.
- d) Members are expected to respect the École Guyot mission statement at all times.
- e) Members of the Council are at times delegated to attend meetings, workshops or conferences. As representatives of the school we should conduct ourselves responsibly and respectfully as per PAC Bylaws Code of Conduct. Discretion and confidentiality are very important.
- f) School personnel matters are to be brought up directly with the school principal. These are not the business of the Council.
- g) In cases where consensus cannot be reached during Council discussions, voting will take place according to Roberts Rules of Order.

8) Officer Roles and Responsibilities

Terms: Officers are encouraged to make a two-year commitment. All positions must be re-elected each year at the AGM (Annual General Meeting). There are no term limits except for the Chair(s) which is not supposed to serve more than two years in that position.

Chair or Co-Chairs

- Responsible for the overall coordination of PAC activities

- Signing authority on PAC accounts
- Prepares monthly meeting agenda
- Chairs monthly meetings
- Receives all committee reports and updates event calendar
- Submits column to monthly school newsletter
- Serves as liaison with the school division
- Represents PAC at in-school activities or meetings and acts as spokesperson and coordinates special projects and delegates activities as required
- Strikes additional committees as required including a committee to review the PAC by-laws and guidelines every three (3) years
- Forms Membership committee in April with other Officers in order to recruit new members for the following school year

Secretary

- Responsible for the official record-keeping of the PAC
- Takes minutes at monthly meetings, AGM, and other meetings as required
- Transcribes and forwards minutes to President within two (2) weeks of meetings
- Forwards minutes to members who were not able to attend meetings
- Prepares documents for the AGM (ie. Minutes, List of Nominees, etc.)
- Gathers, maintains, and distributes a current list of PAC member names and contact information
- Maintains a list of passed motions for the PAC records
- Provides refreshments for the AGM
- Orders flowers for the school's annual concert
- Presents the College Beliveau bursary to the selected student at their convocation
- Responsible for arranging videographer for annual school concert

Treasurer

- Maintains all the financial transactions and records of the PAC in accordance with the PAC bylaws
- Prepares the annual budget for approval
- Prepares and presents a detailed account and bank reconciliation report at each monthly meeting according to PAC guidelines
- Prepares cheques and makes bank deposits
- Signing authority on PAC accounts
- Reconciles Munchalunch payments, transfers funds and acts as Munchalunch administrator
- Prepares and presents annual financial statements at each AGM

9) Committee Member Roles and Responsibilities

Terms: PAC members are encouraged to stay in their positions for two years. All positions must be re-elected each year at the Annual General Meeting (AGM). Ideally, at least one individual is elected each year to each committee with one individual being designated as Chair of that committee.

Committee Member Responsibilities – Each Committee member is responsible for:

- i) Attending monthly PAC meetings
- ii) Designating a Chair of their committee, if required, and obtaining volunteers to carry out the work assigned
- iii) Reporting back to their Committee Chair all activities done on behalf of PAC monthly
- iv) Promptly submitting all receipts to Chair or the Treasurer
- v) Attending the AGM

Committee Chair Responsibilities – Each Committee Chair is responsible for:

- i) Preparing a monthly report on the committee's current activities and sending an electronic copy to the PAC Chair(s), Secretary, and other PAC members before each PAC meeting
- ii) Presenting the committee report at each monthly meeting, or designate another committee member to do so, and discussing questions or comments
- iii) Preparing and presenting an annual report of their committee activities at the June meeting to be included in the Annual Report for the AGM
- iv) Maintaining files, electronic and/or written, of committee procedures that can be passed onto future committee chairs.
- v) Prepare a year-end report to be included in the annual report. Each committee will prepare an annual report summarizing the activities that have occurred throughout the school year. Reports should include:
 - Participation in each event (attendance, % of students attending)
 - Financial information (revenues, expenses, and net proceeds)
 - Comparative information to previous years events (ie. Attendance, net proceeds)
 - Other comments, feedback, or goals for future

10) Committee Descriptions

- a) **Education Committee** – Book Fairs & Babysitting Course – 1-2 members
 - Coordinates the French and English book fairs
 - Coordinates other supplemental educational sessions (ie. Gr 6 babysitting course, etc.)
 - Attends educational forums or meetings as required
- b) **Education Committee – Family Fun & Learning Night (FFLN)** – 2-3 members
 - Organizes an annual FFLN to provide educational and fun workshops for students and their families
- c) **Fundraising Committee** – 2-4 members
 - Plan, coordinate, and carry out the main annual fundraiser in the fall of each year according to budget and fundraising guidelines
 - Work with fundraising vendors
 - Conduct a winter and spring fundraiser and/or other fundraising activities as required
- d) **Hot Lunch Committee** – 2 members
 - Plans and organizes picnic-style lunches in the gym for students and families throughout the year

- e) **Movie Night Committee** – 2 members
 - Plan and organize a movie night in the school gymnasium twice a year.
 - Sells snacks and tickets to support the event

- f) **Social Committee**— 2 - 3 members
 - Responsible for organizing school social functions including the Welcome Back BBQ, Winter Event and Staff Appreciation Week

- g) **Volunteer Coordinator**—1 member
 - Recruits volunteers to help run PAC events and school activities
 - Communicates with all PAC members to coordinate volunteers for events

11) Financial Procedures

In order to be accountable to our parent community and school, it is the duty of PAC Officers to ensure that reasonable procedures and controls exist to minimize the risk of unauthorized disbursements and to ensure that all funds collected are correctly recorded and deposited.

All financial procedures should comply with PAC bylaws, and the LRSD Guidelines (DIE-2). As a resource for additional information, procedures and sample forms, members are encouraged to consult the MAPC Resource Guide for Manitoba Parent Advisory Councils.

a) Budget

At the beginning of each fiscal year (September to August), the Treasurer and the Chair will develop an annual budget reflecting priorities identified by PAC and with input from the committee chairs.

The Treasurer will distribute the budget and be prepared to discuss and explain each item at the October PAC meeting. After any needed amendments have been made, a motion needs to be made to approve the budget, usually at the November PAC meeting.

Approval of the final budget should be recorded in the minutes and a **copy of the budget** included in the minutes for PAC records.

b) Cash & Cheque Handling – PAC Members

- It is important that there are always two people counting money together. An individual should never be in a position of having to defend themselves if something doesn't add up. Individuals counting must not be members of the same family.

- Cash collected must be:
 1. counted by two people either at the school or at a secure location agreed upon by the Treasurer or Chair
 2. accompanied by an itemized tally sheet detailing:
 - the name of event or collection
 - the quantities sold and the dollar amounts collected
 - the date counted
 - the counters' signatures - both designated individuals must sign to affirm that they have counted, and agree upon the amount for deposit
 3. placed in a sealed envelope and given to the school administration staff for storage in the school safe
 4. The envelope/sealable bag must be signed across the seal by both people counting
 5. PAC member(s) should keep a copy of the tally sheet to compare with the Treasurer's accounting of the event funds. The tally must reconcile to the amounts collected, and explanations provided for any differences

- These procedures are especially important for cash collections (ie. Winnipeg Harvest, staff appreciation collections, etc.) because there are no order forms to match to the totals
- Cash received for charities or for staff appreciation must be counted, and deposited, then disbursed as per PAC procedures. For accountability purposes, monies collected from collections or events may not be used to pay expenses directly.

c) Deposits - Treasurer

Cash and cheques counted and awaiting deposit must be locked in the school safe. The Treasurer must pick up the deposits in a timely manner for deposit directly into the PAC bank account. Arrangements can be made to drop off deposits at the Treasurer's home should it be difficult for the Treasurer to get to the school during business hours. All deposits of cash and cheques, especially those totalling \$250 or more, should be deposited in the bank in good time before the event which gave rise to the monies collected occurs to provide enough time for all cheques to clear accounts.

d) NSF Cheques

Cheques will not be accepted from individuals with an outstanding NSF cheque. Individuals issuing more than two NSF cheques will be informed that cheques will no longer be accepted.

NSF cheques will be charged back to the budget line for which they were collected. The Treasurer shall make every effort to collect on NSF funds.

e) **Disbursements**

Disbursements must be in accordance with the approved annual budget, or be specially approved by motion at a PAC meeting.

Expenditures will generally occur by cheque. On-line payment requests can be issued only if there is written authorization detailing the amount and purpose given by the two designated signing officers.

Monies collected from fundraising or events, etc. may not be used to pay expenses directly.

In some instances, the Chair or Treasurer may authorize an individual to purchase goods on PAC's behalf. In such instances, the individual must present the original receipt itemizing the purchases (not a debit or credit receipt), along with a reimbursement request form. Reimbursements will occur by cheque. The receipt and reimbursement request form will be kept for the records by the Treasurer to substantiate the expense.

f) **Petty Cash**

A small float of petty cash is to be kept secured in the school safe at all times. Normally the amount retained in the safe is \$75, however the Treasurer can authorize up to an additional \$75 if necessary as a float for PAC events. The additional float monies must be repaid to the PAC bank account immediately after the event.

Petty cash is to be used as a float ONLY. Petty cash is never used to reimburse expenses.

Individuals authorized to use petty cash for events are required to count and sign a petty cash tally to verify the amount received before the event, and the amount returned after the event. Two people should be present where possible.

g) **Banking**

All monies must be deposited directly into PAC bank account(s). Monies may not be deposited into personal bank accounts.

Two signing officers, generally the Chair and the Treasurer, with the other Officers as back up, shall sign all PAC cheques and disbursements, including money orders and electronic transfers.

Blank cheques must not be pre-signed to avoid any risk of unauthorized disbursements.

In addition to the Treasurer, the Chair must obtain on-line access to bank statements and balances, OR receive a copy of the monthly bank statements directly from the financial institution.

At the end of each fiscal year, The Treasurer should ensure there are sufficient funds in the bank account to ensure financial commitments are covered for fall events before fundraising funds are collected.

h) **Monthly Account Reconciliations**

The Treasurer must prepare and distribute a monthly account reconciliation of the prior month's activities no later than the day of the monthly meeting. Reconciliation of the June, July, and August accounts will be presented at the September meeting.

Monthly account reconciliation reports must include the following information for all PAC bank accounts and funds.

- Opening cash position
- Receipts
- Disbursements
- Closing cash position
- Outstanding deposits and cheques
- Adjusted account balances

Once the Treasurer's report is presented at the monthly PAC meeting, a copy should be given to the Secretary to record in the meeting minutes.

i) **Monthly Bank Statement Audits**

A mini-audit at the time of the monthly PAC meeting is recommended to provide assurance to PAC members that all PAC monies have been deposited. On a rotational basis, PAC members should be designated to perform the mini-audit each month using a copy of the bank statement(s) and the current month's Treasurer's report.

Step 1. Look at last month's closing balance and compare with this month's opening balance on the account reconciliation. The two should match.

Step 2. Compare the opening balance on the bank statement(s) and the amount on the account reconciliation. The two should match.

Step 3. Add up the deposits on the bank statement and ensure they agree with the total deposits on the account reconciliation. Do the same with the debits/disbursements.

Step 4. Compare the closing balance on the bank statement(s) with the amount on the account reconciliation. Add the closing bank balances together and ensure they match the total on the account reconciliation.

Step 5. Subtract any cheques that haven't cleared and add any deposits that haven't cleared to verify the adjusted bank balance.

The amounts on the Treasurer's account reconciliation report should match the bank statements.

j) Event Statements

The Treasurer should provide an itemized tally of the revenues and expenses to the PAC members and committees as soon as possible after each event is completed. These statements should be maintained on a year to year basis for comparative purposes.

PAC committee members should compare their copy of the event tally sheets to the final accounting to ensure both records agree.

k) Year-End Treasurer's Report

The Treasurer will prepare a final statement to be included in the Annual Report. The final report should include a summary of all revenues and expense lines as per budget, and a reconciliation of all opening and closing account balances for the year, with a comparative to the prior year & may include a comparative to the annual budget. The Treasurer may provide a brief written summary of the years financial highlights.

l) Records

The Chair will be responsible to ensure PAC records are kept in accordance with PAC bylaws for their term in office.

PAC Records must include:

- Minutes of all PAC meetings including monthly meetings, AGM, and Special Meetings
- Committee reports (if not included in minutes)
- Bank statements (all and complete)
- Cancelled cheques
- Invoices, receipts and vouchers (tally sheets, requests for reimbursements, supporting documents)
- Treasurer's monthly account (bank) reconciliations
- List of members and positions
- Signing authority documents (bank)
- Annual Report

Preferably, all of the above records will be scanned and retained on a USB drive. The USB drive containing the official PAC records, and any supporting paper documents, are to be maintained in a

secure location by the school principal. An additional copy of the official PAC Records shall be passed to the incoming Chair. Records are to be retained for seven (7) years.

12) École Guyot PAC Volunteer Recognition Awards

- i) Purpose - To recognize the exceptional efforts of individuals involved in PAC projects, initiatives or events.
- ii) Eligibility - An individual who has made a significant contribution to PAC projects, initiatives or events is eligible for recognition. Any member, volunteer or staff member is eligible, including past or current PAC members.
- iii) Submission - An individual be nominated by a current PAC member through written submission to the Chair(s) prior to the final PAC meeting in June. The nomination letter should provide details regarding the nominee's contributions.
- iv) Approval - All nominations will be tabled at the June PAC meeting and approval will require a two-thirds (66%) majority vote in favour. More than one individual may be approved for recognition in any given year. Following approval, each nominee will be contacted to confirm that he or she will accept the nomination/recognition. Presentation of the recognition award will be made at the PAC AGM.
- v) Award - The individual will receive a gift, the value to be budgeted, and determined by PAC.

13) Guideline Revisions - This document should be reviewed every three (3) years in conjunction with the review of the PAC Bylaws.

Revision Dates:

Revised September 2016

Revised September 2013

Revised June 2010

Revised June 2008

Established June 2007