



FEDERATION OF PARENTS & FRIENDS ASSOCIATIONS

Maitland-Newcastle Diocese

RESOURCE MANUAL
FOR P&F
ASSOCIATIONS

Manual for Parents & Friends Associations

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Since 1981

Acknowledgement

- This manual is a compilation of the work of current and previous Federation committees and Executive Officers.
 - The Federation wishes to acknowledge the Sydney Federation for their generosity in sharing resources in particular the sample financial sheets in this manual.
 - Sr Marie Hughes for sharing her passion for history.
 - The Federation of Parents and Friends Associations of South Australian Catholic Schools Inc.
 - Paul Smith and the IYV and Federation Council of 2001.
 - Special thanks to Bishop Michael Malone and Dr Wayne Tinsey, Director of Schools for their ongoing support of parents.
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Foreword

Dear Parents and Friends,

Modern volunteer organisations closely align themselves to business models that have similar structures and goals. Such are our Parents & Friends Associations, who in this more exacting society, are empowered with the role of organising and representing the parental involvement and response for the individual schools which they represent.

With much excitement and anticipation, a new manual has been produced for your use at Association level. This ‘Resource Manual for P&F Associations’ for the Maitland-Newcastle Diocese is a handy guide and tool kit, full of expert advice, tips and recommended procedures, which are presented in plain, easy-to-understand English.

Of course, it addresses the usual but very important machinery activities of our organisations in Chapters 2 and 3 and these chapters are a great help to anybody taking up a position on the Executive of your P&F. Before we can ever get to those positions, or even participate in a meeting as a parent, the contents of Chapter 1 need to be read and clearly understood, because they are the basis upon which we work and exist within the Catholic Education system in our diocese. These are the:

- Principles of volunteering
- Values statements
- Code of ethics for volunteers
- Code of conduct

My personal congratulations and thanks are extended to all who contributed to this manual generally and to Mrs Linda McNeil, the Parent Resource Officer, for the Federation of P&F Associations, Maitland-Newcastle Diocese, in particular, for her work in contribution and compilation of this outstanding Resource Manual.

I happily and whole-heartedly recommend this Resource Manual.

Yours in parenting,



Barry Leacy, M.B.A., B.A. (Crim Jus), A.I.M.M., J.P.

President

21 May 2007

Introduction

There must be the closest cooperation between parents and the teachers to whom they entrust their children to be educated. In fulfilling their task teachers are to collaborate closely with the parents and willingly listen to them; Associations and meetings of parents are to be set up and held in high esteem.

Canon 796.

How to Use this Manual

This manual has been designed primarily for parent associations, and in particular P&F Associations but can be used by **all volunteers** in schools.

In section 1, you will find

the definition, principles and credo for **all volunteers** in our schools and indeed the community in general. These principles underpin the work that volunteers do in our schools, guiding their actions and dealings with others.

In section 2, you will find

Information regarding the **management of P&F's**, their Executive roles and responsibilities as well as templates for Minutes and Financial Reports generated as part of the ordinary business of the P&F.

In section 3, you will find

Information around **meeting procedures**, how to run good meetings and the elements of a meeting. The finer points of meeting procedure such as motions and amendments are also discussed.

TOOL KIT

 Valuable information

 Test your knowledge

 Proformas

When you see this symbol at the top of the page it means that the templates are provided as a sample in both manual and electronic format. These sheets are also included on the CD that comes with this package.

Volunteers

To encourage, to support and to celebrate volunteers complements our diocesan pastoral goals and lies at the heart of what we are about: sharing the Good News; living the Eucharistic values of unity, community and service; celebrating the unique God-given gifts of each person; encouraging each person to use their talents in service to their community, and supporting each person spiritually, emotionally and practically as they respond to God's call.

Bishop Michael Malone (International Year for Volunteers 2001)

IN our schools and churches, untold numbers of people volunteer their time and service, not for their own gain but for the betterment of our children and our community. In schools, parents, carers and grandparents help in so many ways: in the classroom as readers and helpers; at designated sports and extra-curricular activities; on parent committees; working bees; at fêtes and fundraising events; with resources, their skills and talents; the list goes on. Though they are not employees of the organisations they serve, there is still a code of ethics and basic principles which underpin the activities and interactions of those who so generously help in our schools. By reflecting on and observing these simple guidelines, not only will the individual volunteer grow but the community of which they are a part will flourish, giving our children a more memorable and meaningful school experience.



I believe that the gifts I have are given by God thus they are worth sharing with others.

Definition

Formal volunteering is an activity which takes place in not for profit organisations or projects and is undertaken:

- to be of benefit to the community and the volunteer;
- of the volunteer's own free will and without coercion;
- for no financial payment;
- in designated volunteer positions only.

Principles of Volunteering

- Volunteering benefits the community and the volunteer.
- Volunteer work is unpaid.
- Volunteering is always a matter of choice.
- Volunteering is not compulsorily undertaken to receive pensions or government allowances.
- Volunteering is a legitimate way in which citizens can participate in the activities of the community.
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
- Volunteering is an activity performed in the not-for-profit sector only.
- Volunteering is not a substitute for paid work.
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers.
- Volunteering respects the rights, dignity and culture of others.
- Volunteering promotes human rights and equality.

I believe that no matter how small or insignificant my activities seem they will add to the well-being of all.

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VOLUNTEERS

The following Code of Practice developed by Volunteering Australia provides a useful guide for principals and P&F Associations in recruiting and managing volunteers.

Model Code of Practice for Organisations involving Volunteer Staff

- Interview and employ volunteer staff in accordance with anti-discrimination and equal opportunity legislation;
- provide volunteer staff with orientation and training;
- provide appropriate and adequate insurance coverage for volunteer staff;
- not place volunteer staff in roles that were previously held by paid staff or have been identified as paid jobs;
- differentiate between paid and unpaid roles;
- define volunteer roles and develop clear job descriptions;
- provide appropriate levels of support and management for volunteer staff;
- provide volunteers with a copy of policies pertaining to volunteer staff;
- ensure volunteers are not required to take up additional work during industrial dispute or paid staff shortage;
- provide all staff with information on grievance and disciplinary policies and procedures;
- acknowledge the rights of volunteer staff;
- ensure that the work of volunteer staff complements but does not undermine the work of paid staff;
- offer volunteer staff the opportunity for professional development;
- reimburse volunteer staff as valuable team members and advise them of the opportunities to participate in agency decisions and
- acknowledge the contributions of volunteer staff.

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Code of Ethics for Volunteers

Children are especially vulnerable, because they have little power over their lives and have limited skills with which to protect themselves. This places those who work with children in a position of special trust. The foundation of any Code is therefore the underlying Values Statement.



A code of ethics is not intended to provide easy answers but provides a basis for reflection and a guide to those working in schools in resolving ethical dilemmas that arise in the course of their duties. This code also provides P&F's with a basis for decisions regarding standards of conduct and thus guides any disciplinary action.

Values Statements

1. The well-being and healthy development of each individual child is of paramount importance. The values underlying this statement are detailed in the UN Convention of The Hague 1989 on the "Rights of the Child".
2. The critical impact of self-esteem on the child's development is acknowledged.
3. Practices should be based upon sound knowledge, not casual opinion. The critical role of professionals in informing about sound knowledge and practice is acknowledged.
4. A relationship supportive of teachers and their unique role and skills should be highly valued as the basis of parent-school relationships.
5. The individual family context of each child is of critical importance. Confidentiality and the right of parents to be "the first teachers" of their children are respected.
6. Teachers and co-workers have a right to expect a safe and supportive workplace based upon cooperation, respect and sound and reliable carriage of duties.

Acknowledgement to Australian Nurses Council

I believe and accept the responsibility of serving others in a generous and unselfish manner.

Code of Conduct for Volunteers

In relation to children I will:

- Enhance each child's strengths, competence and self-esteem and refrain from any actions that would jeopardise these.
- Create and maintain safe and healthy workplace settings.
- Respect the special relationship between children and their families.
- Acknowledge the expertise of professionals like teachers and principals seeking their advice as necessary.
- Report promptly to the relevant school authority any matters coming to my attention that would compromise the child's well-being especially in relation to Child Protection.

In my volunteering duties I will:

- Treat as confidential any personal information obtained in the course of my duties and refrain from expressing opinions about children or families.
- Refrain from engaging in exploitation, misinformation or misrepresentation.
- Promote and preserve the trust inherent in a privileged relationship.

In relation to colleagues and paid staff I will:

- Commit myself to being open and honest and cooperative.
- Support and assist others within the limits of my role.
- Work to build an atmosphere of trust, respecting the integrity of each individual.
- Use constructive means for resolving conflicts. Where conflict is not resolved at the personal level to adhere to the Catholic Schools Office guidelines on Conflict Management.

In relation to society I will:

- Be familiar with and abide by laws, regulations and policies that relate to my work.
- Be aware that my work has impacts beyond the school and the parish. I will at all times refrain from publicly denigrating the school or parish or their personnel and community members.

*I believe that I
can achieve
nothing alone and
rely upon working
with others to
achieve our goals.*

Acknowledgement to Australian Early Childhood Association

P&F ASSOCIATIONS

The primary right of parents to educate their children must be upheld in all forms of collaboration between parents, teachers and school authorities, and particularly in forms of participation designed to give citizens a voice in the functioning of schools and in the formulation and implementation of educational policies.

(Article 5, Charter of the Rights of the Family)

From Mother's Groups in the early days to the more formal structure of the *Parents Committee for Christian Education* in the early 1960's, there is a long history of parent involvement in the Maitland-Newcastle diocese. Since then the P&F Association has become the preferred structure for enabling parents to have a voice in their children's education, though more recently, alternative structures have emerged offering parents different ways of participating. In this document, the traditional P&F model is discussed as these are the dominant associations in the Maitland-Newcastle system of schools and together form the Federation of P&F Associations, the diocesan parent organisation.

P&F Management

The P&F Association is managed by the Executive members. It is the function of the Executive to plan, manage and organise the Association's affairs. It is the responsibility of the Executive to call regular (preferably monthly) General Meetings where all parents, the principal, teachers and priest should be invited. Executive Meetings should be held prior to General Meetings to plan the agenda; look at issues that have been raised; finalise arrangements; and ensure the smooth running of the association. Such meetings should include the principal.

The Executive comprises:

- | | |
|-----------------|---------------------|
| ▪ The President | <u>EX – OFFICIO</u> |
| ▪ Secretary | ▪ Principal |
| ▪ Treasurer | ▪ Priest |

Note: Ex-officio members are members by right of their office held. They have the same voting rights as ordinary members, but they do not always choose to exercise these rights.

Roles and Responsibilities

President (Chairperson)

Successful meetings very much depend on the President. S/he must uphold the Constitution of the P&F Association with which they should be conversant.

Role:

It is the President's role to ensure:

- That the meeting is properly convened in accordance with the Constitution. This includes giving proper notice of the meeting, a quorum is present, and that s/he is properly appointed to the Chair.
- That all rules and regulations pertaining to the P&F's Constitution are observed including sub-committees. (*See P&F Constitution*).
- That an agenda is prepared and circulated, this can be prepared with the help of the Secretary.
- That the meeting begins and ends punctually pointing out major changes to the agenda.
- That all motions and amendments are put in clearly understood terms and related to the business of the meeting.
- That control of the meeting is maintained. (*See Code of Conduct*).
- That an issue is thoroughly discussed, that those wishing to speak are allowed to do so, uninterrupted and that private discussion among members does not take place.
- That s/he acts impartially and in the best interests of the P&F.

Note: The President must not take any side in a discussion. S/he must ensure that all points on both sides are raised and thoroughly debated. If the issue being discussed is one that the President feels very strongly about s/he should step down from the chair for that particular discussion which enables him/her to speak from the floor. The Vice President can take the chair. In the case of a tied vote the President is advised to vote to maintain the status quo. This is because a change in status should not occur by the majority of one vote particularly that of the President. It is worth mentioning here that when the status quo is to be changed (for example in the case of school uniform) it should be established prior to a vote being called what % must be in favour of the change for it to take place. It is usually 65-75%.

- Decisions made at the meeting are acted upon promptly.
- The meeting is closed only after all other business is concluded.

Responsibilities:

It is the President's responsibility to:

- Ensure that the meeting is opened with a prayer/reflection.
- Perform customary courtesies – including thanking executives and other helpers, and welcoming new members.
- Verify the accuracy of the minutes to be presented.
- Sign minutes as correct when they have been confirmed.
- Ensure correct functioning of all office bearers and sub-committees.
- Where appropriate, sound out suitable people who may be available for executive positions or to act in other capacities.
- Not become involved in activities which could undermine the President's reputation for impartiality.

Vice President

The role of the Vice-President may be viewed as a learning experience – it may provide an opportunity to learn more about the P&F in general and the President's role in particular.

Role:

It is the Vice-President's responsibility:

- In the absence of the President, to chair the meeting in accordance with the role set down for the President.
- Assist the President by attending the official functions which s/he may be unable to attend.

Secretary

The secretary is central to the efficient operation of any organisation. Attributes of a good secretary are common sense, initiative, organisational skills and an ability to work with the Chair.

Role:

It is the Secretary's role to:

- Liaise with the President and assist in the running of the meeting.
- Supply the President with information pertaining to the effective functioning of the meeting eg. correspondence received, minutes recorded.

Responsibilities:

It is the Secretary's responsibility to:

- Prepare the Agenda in consultation with the President.
- Circulate the Attendance Book and note apologies.
- Make available all *Inward* and *Outward* correspondence to the meeting.
- Write any letters necessary to carry out P&F decisions.
- Note any points of Agenda for the next meeting.
- Prepare and circulate draft of minutes to President and Principal shortly after the meeting then ensure Draft Minutes are available from the school office. (*Refer to Tool Kit*). Minutes are not official until they have been formally accepted at the next meeting as an accurate record and signed by the President.
- Where agreed, provide a summary of Minutes for the school newsletter. (*Refer to Tool Kit*)

Note: Minutes of a meeting provide a formal record of what decisions were made; what topics were discussed; what actions were agreed to and time frame within which they are to be completed. They should be prepared in an accurate, concise and timely manner, expressing only the facts, not the writer's opinion.

Minutes should include:

- Starting and finishing times
- List of those present, apologies and date of next meeting
- Record of all decisions and motions, expressed clearly and concisely.
- In the case of motions: the names of the mover and seconder.

**Sample Minutes
Template****GENERAL MEETING PROCEDURES****1. Open Meeting**

Declare meeting open at _____ am/pm.

Welcome all members present.

Ask all to sign attendance book and note apologies.

Call if there are changes/additions to the agenda.

2. Minutes of the last meeting to be accepted.

Secretary to read or circulate minutes.

Member moves that the minutes be accepted.

Moved by

Seconded by

All those in favour?

All those against?

Carried Yes / No

3. Business arising from previous General Meeting

Minor matters brought forward from previous meeting can be dealt with here, but if they require lengthy discussion they are best held over to General Business.

4. Correspondence

Inward and Outward Correspondence

Have secretary read out or summarise correspondence.

If further discussion is required on any of the correspondence suggest it be deferred to General Business.

All inward/outward correspondence must be received by a motion.

Moved by

Seconded by

All those in favour?

All those against?

Carried Yes / No

Template cont'd**5. Reports**

- a) Principal's Report
- b) Treasurer's Report

to accept and approve cheques for payment.

Moved by

Seconded by

All those in favour?

All those against?

Carried Yes / No

- c) Sub-committees: Fundraising / Canteen / Uniform etc.

- d) Federation Delegate Report

Moved by

Seconded by

All those in favour?

All those against?

All reports must be received at the meeting. This can be done individually or all together with the exception of the Treasurer's Report.

6. General Business

- a) General Business arising from previous meeting.
- b) Motions on notice.
- c) General Business from correspondence or reports for discussion.
- d) Any other matters members request to be included.

Note: It is preferable to include items of a substantial nature on the agenda for the next General Meeting so that adequate time is allowed for consideration.

7. Meeting Closed

There being no further matters for discussion the Chairperson advises the date for the next meeting and declares the meeting closed.

**Sample
Minutes/Action**

P & F ASSOCIATIONS

Meeting of P&F Association
31st March 2008

Meeting opened at 7:30 with a prayer.

Present: 1) List names or 2) state 24 people as per Attendance Book

Apologies:

<i>Item</i>	<i>Discussion / Decision</i>	<i>Action required</i>	<i>By whom?</i>	<i>By when?</i>
Opening	President opened with a prayer then welcomed new members and thanked people for their participation. She reminded all of upcoming			
Minutes of previous meeting	Accepted without change. Moved K Muller Seconded: S Forsythe Signed by President			
Business arising from minutes 28 th February 08	Installation of the playground equipment has been completed. Application for <i>Healthy Lifestyles</i> Grant has been forwarded, awaiting reply.	Invite local member to officially open Assign working party to coordinate	Secretary to contact Executive	end of April when it is received
Correspondence	Letter noted from Krispy Kremes – motion put by L Stewart not to proceed with fundraisers that are unhealthy: Seconded: W Forest	Fundraising committee to source healthy fundraising options	Fundraising committee	ongoing
Reports Principal's Treasurer's	Principal spoke of goals for 2008. School annual plan identified areas for fundraising. Eg. purchase of books, a data projector, and the need to update the garden in the front. Principal commented how much children were enjoying the shade structure which the P&F had installed late last year. M. Shaw presented her Treasurer's report and moved that it be accepted. Seconded B Collins. It was requested that petty cash be set at \$150.	Include in Summary of Meeting for School Newsletter. Cheque to be drawn and signed.	Secretary Treasurer	before next newsletter asap
Sub-Committee Reports Fundraising	The Fundraising cttee submitted their plan for activities for this year. There was much discussion and it was agreed to proceed with their suggestions.	Make arrangements with Treasurer as required, \$500 float to be made available for small purchases before events.	Treasurer	prior to events
Canteen	The Canteen Committee reported a profit of \$ xxx for the last year. L. O'Neill suggested that it was time to consider replacing drinks freezer as it did not stay very cold.	Canteen supervisor to obtain quotes for new fridge and liaise with Executive to see if <i>Healthy Lifestyle Grant</i> funds could contribute to cost.	Canteen supervisor	by next meeting 30 th April
Uniform	Hats have not been selling recently and it was agreed that the principal would promote purchase of hats in newsletters.	Principal to liaise with Uniform committee	Principal	future newsletters

**Sample
Minutes/Action**

P & F ASSOCIATIONS

Cont'd				
Federation Report	Meeting was advised by delegate T Sharpe that a full Council was elected at the AGM of the Federation. The next meeting General Meeting of the Federation will be on _____ when guest speaker J Doe from the NSW Police will cover topics such as parties, drinking and drugs. The Special Needs Working Party will be hosting a talk for parents on Autism by Dr J Porter.			
Other Reports	The special committee formed to organise the disposal of the old items from the storage area in the school has completed their task reporting that sales amounted to \$300 while the remaining items were donated to St Vincent de Paul's. The President congratulated the committee on a job well done and commented on how much better the area looked.			
General Business				
Committees for 2008	Some group discussion resulted in agreement that a new committee was required to coordinate guest speakers on educational topics for parents.	Terms of Reference to be prepared for new committee.	Executive Committee	for next meeting 30 th April
Grounds Maintenance	Principal noted that there are not enough parents on the roster to maintain the grounds. Suggestions were made to research the cost of hiring a handy man to do the grounds and how much the P&F would be willing to contribute toward that cost.	Quotes.	Principal	for next meeting 30 th April
Uniforms	It was brought up that some parents would prefer a change in the sports uniform and requested that this should happen. The meeting was advised by the Principal that such a substantial change could only occur once the entire school population had been surveyed and consensus reached about any changes.	It was agreed to include a formal notice of motion for the next meeting that a change in uniform was being considered which would then commence the survey process if approved by an agreed majority of not less than 65% of all parents.	Principal to include in school bulletin.	before next meeting
Notices for Next Meeting	J Kruger requested that the matter of the need for air conditioning be put on the agenda for the next meeting.	Include in agenda of next meeting.	Secretary	
Next Meeting: Tuesday 30 th April Staff Room 7:30-9:00pm				

P & F ASSOCIATIONS
**Sample Summary
Minutes for
Newsletters**
**SUMMARY OF MINUTES FOR
SCHOOL NEWSLETTERS**

P&F Meeting 31st March 2008

President welcomed 23 parents and the Principal to the meeting, thanking all for their participation over the past year. She reminded the meeting to watch the school newsletter for upcoming activities throughout the school year.

The Principal advised that installation of the playground was completed. Application was made to the federal government for the Healthy Lifestyles Grant and the Executive is awaiting the reply. Once the grant is received a working party will be coordinated to determine how funds will be spent.

It was agreed that the Principal would include a summary of the school's annual plan in the newsletter to identify areas targeted for spending over the year. The principal remarked what a great improvement the shade structure has been to the school grounds.

The Treasurer noted in her report that the current balance is \$1,576.72. Fundraising activities projected for this year are: a Mother's Day Stall, Trivia Night, and Lunch box orders but it was agreed not to have "unhealthy" fundraisers like Krispy Kremes and Mars Bars.

The Canteen supervisor reported a profit for last month but said that we will need to purchase a new freezer since it doesn't stay very cold.

There is a problem with the hats not selling so it was agreed to promote and enforce their use in newsletters and on the playground.

Tracey Sharpe attended the Federation Annual General meeting and reported that a full complement of councillors was elected. The next General Meeting of the Council is on 14th May and the guest speaker is Police Detective Jason Doe who will talk about partying, drugs and alcohol. The Special Needs Working Party will be hosting a talk on Autism by Dr J Porter on 27th May.

The committee specially formed to dispose of the old items in the storage space reported that some items were sold for \$300 while the rest were donated to St Vincent de Paul's.

The meeting agreed that a new committee would be appointed to coordinate guest speakers to talk on educational topics. It was also agreed that the school would get quotes for a maintenance person to keep the grounds since there were not enough parents on the roster.

A change in the winter sports uniform was suggested so there is a motion for the next meeting. ***Please make an effort to attend the meeting*** so that we can get a good idea if the majority of parents want such a change. Air conditioning for the library will also be on the agenda for the next meeting.

If you have any agenda items please forward them by _____ (at least a week before the meeting). The next meeting is on Tuesday, 30th April at 7:30 in the Staff Room.

Treasurer

The treasurer carries a task of trust and responsibility and must produce complete and transparent records in order to protect the Association and themselves.

Role:

It is the Treasurer's role to:

- Handle all the financial dealings for the Association including the sub-committees – eg. fundraising, social events, canteen and uniform shop, unless they come under the control of the principal as is the case with some canteens and uniform committees which are managed through the school working account.

Responsibilities:

It is the Treasurer's responsibility to:

- Maintain a bank account preferably with CDF, which should be operated by the Treasurer and any one of the following signatories signing jointly: President, Vice President, Secretary, and Principal.
- Keep accurate financial records of all receipts and expenditures. It is recommended that either a manual cashbook or computer spreadsheets are kept. (*See Tool Kit*).
- Issue receipts for all monies received.
- Pay all accounts as authorised by the meeting. If accounts need to be paid prior to the meeting, the Executive (President, Secretary and Treasurer) should endorse payment and ratify at next meeting.
- Maintain petty cash to reimburse small expenses if agreed by the P&F.
- Bank all money regularly.

Note: Monies should be counted by two individuals for checking and banked on the day of receipt. If not possible, then arrangements should be made with the principal for the security of cash in a locked safe or the school safe.

- Prepare a financial report for the Annual General Meeting. (*See Tool Kit*).
- Prepare a monthly Bank Reconciliation. (*See Tool Kit*).
- Ensure financial records are audited.

FINANCIAL MANAGEMENT

On what can a P&F spend money?

According to the Constitution, all funds raised are the responsibility of the Association which will consult with the Priest, Principal and staff before any expenditure on major items is undertaken. Therefore, all parties can contribute to the debate on fundraising and expenditure in the school. Whilst the customary practice has been for P&F's to expend money on items in the school that would otherwise be unobtainable, it is often necessary to focus attention on areas of need.

Capital expenditure, maintenance and items such as special teacher salaries, secretaries, cleaners, special services and teacher development have usually been considered costs to the parish, school or Catholic Schools Office. Increasingly, parishes are less able to meet school costs that have traditionally been the responsibility of the parish. Library books, computers, reading programs, sporting and physical education equipment are just a few items in a long list of necessary goods and resources in a school that are frequently on the P&F expenditure list.

Consistent with the Constitution the P&F has the final responsibility with regard to expenditure of money provided by the community to whom they are accountable.

Who decides how P&F funds are spent?

The P&F Association exists for the benefit of the school and the students who attend. Therefore when considering which items are most important, it is worth noting the response to the previous question.

The most satisfactory arrangement is to seek agreement between all parties when considering items for the school. Appreciating and sharing the collective wisdom of the teachers and parents should provide the best and most satisfactory solution. It is beneficial to the student if we can appreciate the particular skills and sources of information available to a school. Agreement is the ultimate aim, and this can only be achieved by healthy interaction and an honest sharing of information between all parties. The P&F can choose to spend money on any need the school may have unless it is raised for a specific purpose.

What role does the priest or principal have in decision-making?

Under Canon Law the parish priest is given responsibility for the affairs of the parish as entrusted to him by the diocesan Bishop. The P&F Association is separately constituted and therefore is responsible for its own decisions. In all its actions, whether they are regarding the expenditure of money or other decisions, the P&F acts at all times for the benefit of the school and school community. While decisions remain the responsibility of the P&F it is the task of the P&F Executive, along with the school principal and parish priest who are ex-officio members to work towards shared decisions.

Why are bills paid through the school account?

The reason for this is due to the effect of GST on purchases. The school can generally claim GST credits that the P&F Association is not eligible for. Therefore, the item in question is usually ordered by the school and once delivered the account is given to the P&F for payment. Payment should be made as soon as possible and a receipt given by the school to the P&F Association.

Sample Financial Report

TREASURER'S FINANCIAL REPORT TO GENERAL MEETINGS

A treasurer's report should be prepared to show all payments and receipts since the last General Meeting and all payments required for invoices received.

A sample format for the financial report is:

Balance reported at last meeting		\$6,254.25
Receipts		
Sausage Sizzle	<u>\$978.50</u>	
Total Available		\$7,232.75
Less Payments Made		
No. 041126 (family photos deposit)	\$1,000.00	
No. 041128 (golf day deposit)	\$1,542.50	
No. 041129 (raffle tickets)	\$ 500.00	
Total Payments		<u>\$3,042.50</u>
Balance Available	\$4,190.25	
Less Invoices Received requiring Approval		
(list name of supplier and purpose of expenditure)		
<i>None this month</i>		_____
Final Balance Available at (date of current meeting)		\$4,190.25

P & F ASSOCIATIONS

Sample Bank Reconciliation

MONTHLY BANK RECONCILIATION

The Bank Reconciliation is an internal procedure to ensure that all income and expenditure has been recorded. This is particularly important where people other than the treasurer may have made deposits.

A sample format for monthly bank reconciliation is:

Bank Balance as at 29/2/2008		\$6,254.25
Add Outstanding Deposits		
1/3/08	\$100.00	
2/3/08	\$878.50	
Total Outstanding Deposits		<u>\$ 978.50</u>
Sub-total		\$7,232.75
Less Unpresented Cheques		
No. 041126	\$1,000.00	
No. 041128	\$1,542.50	
No. 041129	\$ 500.00	
Total Unpresented Cheques		<u>\$3,042.50</u>
Available Bank Balance as at 29/2/2008		\$4,190.25

**Cashbook
Receipts**

P & F ASSOCIATIONS
SAMPLE CASHBOOK RECEIPTS FOR 2008 YEAR

Date	Description	Total Banked	Bank Interest	Fruit Drive	Discos	Fete	Raffle	Mothers Fathers	Ball	Sundry	Comment
31/108	Interest	8.00	8.00								
28/2/08	Interest	4.00	4.00								
24/3/08	HC Buns	720.00								720.00	Hot Cross Buns
31/3/08	Interest	3.00	3.00								
1/4/08	Fruit Drive	457.00		457.00							
30/4/08	Interest	5.00	5.00								
6/5/08	Major Raffle	515.00					515.00				
11/5/08	Major Raffle	500.00					500.00				
12/5/08	Mothers Day	1,450.00						1,450.00			
12/5/08	Major Raffle	450.00					450.00				
19/5/08	Major Raffle	485.00					485.00				
25/5/08	Major Raffle	565.00					565.00				
31/5/08	Interest	4.00	4.00								
3/6/08	P&F Dinner Dance	4,200.00							4,200.00		
20/6/08	Fete Cash	16,500.00				16,500.00					
30/6/08	Interest	6.00	6.00								
1/7/08	Disco	337.00			337.00						
1/7/08	Fruit Drive	417.00		417.00							
31/7/08	Interest	5.00	5.00								
31/8/08	Interest	4.00	4.00								
11/9/08	Father's Day	1,611.00						1,611.00			
30/9/08	Interest	6.00	6.00								
1/10/08	Disco	400.00			400.00						
31/10/08	Interest	7.00	7.00								
30/11/08	Interest	3.00	3.00								
31/12/08	Interest	4.00	4.00								
	Total \$	28,666.00	59.00	874.00	737.00	16,500.00	2,515.00	3,061.00	4,200.00	720.00	

Cash Book Reconciliation

Opening	Balance	5,647.95 (previous year closing balance)
Total	Receipts	<u>28,666.00</u>
	Sub-Total	\$34,133.95
Less		
Total	Payments	<u>28,421.00</u>
Closing	Balance	\$ 5,712.95

Bank Reconciliation

Balance	31/12/08	6,130.00
Less Outstanding Cheque	15/11/08 No 1514	<u>417.05</u>
Balance		5,712.95

TOOL KIT

-  Valuable information
-  Test your knowledge
-  Proforma on CD

**Cashbook
Payments**

**P & F ASSOCIATIONS
CASHBOOK PAYMENTS FOR 2008 YEAR**

Date	Cheque No.	Payee	Cheque Amt	Payments to School	Working Bees	Discos	M/F Day	Social Events	Fete	Dinner Dance	Sundry	Comment
31/108	1241	J Worker	249.75		249.75							Working Bee expenses
25/2/08	1242	M Sew	675.00						675.00			Craft Stall
28/2/08	1243	XXX Primary School	1,750.00	1,750.00								Shade Cloth
1/3/08	1244	Rides XYZ Amusements	2,500.00						2,500.00			Rides
5/3/08	1245	Matt Organiser	363.00					363.00				
10/3/08	1246	J Cooke	545.00						545.00			Food Stall
15/3/08	1247	M Howard	245.00						245.00			Lucky Dip Stall
17/3/08	1248	Allsweets Company	1,300.00						1,300.00			
19/3/08	1249	Prepared Roll Company	401.00						401.00			Hot Dog Stall
1/4/08	1250	Dumpster Bins	235.00						235.00			
30/4/08	1251	J Worker	251.25		251.25							
1/5/088	1502	Big W	714.00				714.00					
25/6/08	1503	XXX Primary School	5,600.00	5,600.00								Computers for Classrooms
30/6/08	1504	Federation of P&F	50.00								50.00	Promotional Bags
30/6/08	1505	PJ Printing Company	285.00								285.00	Raffle tickets printing
31/7/08	1506	J Worker	292.50		292.50							Working Bee expenses
1/9/08	1507	Big W	836.00				836.00					
25/9/08	1508	XXX Primary School	4,600.00	4,600.00								Library Resources
25/9/08	1509	Bunnings Hardware	238.00								238.00	Replacement P&F tools
30/9/08	1510	ABC RSL	3,800.00							3,800.00		
30/9/08	1511	DJ Systems	300.00			300.00						
31/10/08	1512	J Worker	181.45		181.45							Working Bee Expenses
2/11/08	1513	XXX Primary School	2,500.00	2,500.00								Science Resources K-6
15/11/08	1514	J Worker	417.05		417.05							Repairs to school seats
18/11/08	1515	Shane G.	37.00								37.00	Farewell Gift
2/12/08	1516	Ruth R	55.00								55.00	Farewell Gift
		Total \$	28,421.00	14,450.00	1,392.00	300.00	1,550.00	363.00	5,901.00	3,800.00	665.00	

MEETING PROCEDURES

Whether it is a General Meeting, Executive Meeting or Special Meeting, good meetings share the same qualities. Those qualities are: respect for the equality of all members; a strong chairperson who can maintain order and keep the meeting moving; adherence to meeting procedures and rules.

Why have rules for meetings?

The reason for having rules for meetings is very simple. Members of a P&F Association are all different; some people are shy while others are outspoken; there may be a mix of cultures with different ways of doing things. Having a clear set of rules;

1. Ensures that every person at the meeting has an equal right to be heard and to have his/her point of view considered.
2. Ensures that every person at the meeting has an equal right to vote on any issue.
3. Ensures that any decisions that need to be made or business that needs to be attended to are handled efficiently and fairly.

Meetings & Committees

Annual General Meeting

of the organisation is concerned mainly with: hearing reports of the association's activities during the past year, election of officers, decisions such as changes to policy affecting the organisation's constitution or rules.

General Meetings

are the regular monthly meetings and deal with the ongoing business of the association. Most decisions are made at this meeting as other committees, unless empowered by the General Meeting only, make recommendations to the General Meeting which are then discussed and voted upon.

Executive Meetings

are held at the discretion of the executive members. They meet to ensure the smooth running of the association and that the decisions made at the General Meetings are carried out.

MEETING PROCEDURES

Special Meetings	may be called at any time by written request of 10 members or on the authority of the Executive Committee. The meeting must have a clearly stated purpose and written notice must be circulated to all members 7 days in advance.
Standing Committees	are appointed or elected to carry out specific ongoing activities or functions eg. finance committee established with school and parish to determine financial needs and priorities; uniform; canteen; social etc.
Ad Hoc Committees	are established for specific limited purposes and go out of existence when the job is completed eg. a committee may be set up to look at the effectiveness of parent-teacher evenings and to report their findings back to the P&F.

Remember!

In forming committees it is important to remember that:

1. Committees should have limited and well-defined areas of responsibility.
2. As far as possible committee members should be appointed for their special interest in and knowledge of the special functions of the committee.
3. Specialist committees may be given a high degree of responsibility but care should be taken that their work is within the limits of overall objectives of the organisation.

Order of Meeting

1. Opening Prayer and Welcome (note time and apologies)
2. Guest Speaker (suspend order of meeting to include)
3. Minutes of the Previous meeting (note amendments then accept and President sign)
4. Business Arising from last meeting (minor matters only)
5. Correspondence (table all correspondence)
6. Reports (summarise discussion/questions/action/motions)
7. General Business (number items for referral at next meeting)
8. Meeting Closed (note time)

Opening

The Chairperson declares the meeting open, welcomes members and leads the group in prayer. It is important to commence the meeting at the advertised starting time.

The Chairperson calls for any apologies that are to be noted or may ask members to write the name of those who have sent their apology in the Attendance Book.

Guest Speaker

If there is a guest speaker who is addressing the P&F then it is common courtesy to invite them to speak after the Opening time rather than sitting through the business of the meeting.

Minutes of Previous Meeting

The Minutes need to be formally accepted by the meeting. This can be done in one of the following ways:

1. The secretary may read the minutes aloud to the meeting, or
2. If the minutes have been circulated beforehand the Chairperson may ask that someone move that the minutes be taken as read, then calls for a seconder and a vote.

Note: If an error exists in the Minutes it must now be brought to the attention of the meeting. The Chairperson makes the correction and initials it on the original copy.

Only after all corrections are made the Chairperson then "Would someone move that these minutes be accepted as a true record of the last meeting? Would someone second this? Those in favour? Those against? Motion carried. Thank you." (Mover and seconder must have been present at that meeting.)

Business Arising

After the minutes have been accepted the Chairperson then allows for any *Business Arising from the minutes* to be brought before the meeting. Any minor matters are dealt with here but those requiring further discussion are best held over to General Business. This process is at the discretion of the Chairperson who states that the matter be held over for discussion in General Business and gives his/her reason for this decision.

Correspondence

Correspondence is divided into Inward and Outward.

Inward Correspondence The secretary may read aloud all letters received since the last meeting or to save time may simply list the correspondence and give a brief summary of content. Those letters which require some attention are best listed for discussion in General Business. Once all inward correspondence has been presented the Chairperson asks "Would someone move that all inward correspondence be received? Would someone second this? All those in favour? Against? Thank you."

Outward Correspondence The secretary may read aloud all letters sent since the last meeting or to save time may simply list who the letters have been sent to and give a brief summary of content. Once all outward correspondence has been presented the Chairperson asks "Would someone move that all outward correspondence be received? Would someone second this? All those in favour? Against? Thank you."

Reports

The Chairperson calls for reports from individuals or sub-committees from within the group. These may include:

The Principal who may give a brief account of relevant activities within the school since the last meeting. If the Principal has any issues he or she wishes to raise for discussion, these are best listed in General Business and therefore are best brought to the notice of the President before the meeting, preferably at an Executive Meeting.

The Treasurer who presents the financial statement and any accounts for payment. S/he ends the report by saying "I move that this financial report be accepted and that the accounts presented be passed for payment." The Chairperson then asks for a seconder then conducts the vote.

The Parish Priest who may give an account of parish activities or any issues that are of interest to the parents and school community.

The Federation delegate who presents a report on the business conducted by the Federation of P&F's for the diocese of Maitland-Newcastle.

Sub-committees such as Maintenance, Uniform, Canteen, Fete, Mothers' Club, and Policy (or any others as they arise) which report back to the meeting a summary of their activities and bring before the meeting any recommendations for motion.

Note: Unless otherwise instructed by the General Meeting, sub-committees do not make decisions but rather make recommendations to the General Meeting based on information they have gathered. These recommendations may then become motions to be discussed at the General Meeting and voted on by all members.

General Business

This section of the meeting is reserved for business that is carried over from the previous meeting, notices of motion, items listed on the agenda or held over from previous sections of the meeting so that adequate discussion may take place and new ideas/motions heard from members present at the meeting. It is important that adjourned business from previous meetings and notices of motion are dealt with first. After all matters listed on the agenda have been attended to, the Chairperson asks the meeting if there are any further matters which members wish to discuss or to give notice of for the next meeting. It is more appropriate that the Principal be given notice of questions requiring detailed answers or relating to controversial issues. These questions are then held over to the next meeting.

Closing

If the meeting is running over time, the Chairperson needs to seek the consent of the meeting to either hold matters over until the next meeting or continue this meeting. After all business has been dealt with the Chairperson states the date of the next meeting and declares the meeting closed.

Amendments

An amendment slightly alters the wording of the motion. It may be used to modify a motion in such a way as to increase its acceptability or to present to the meeting a different proposition as an alternative to the original motion.

- Amendments may:**
1. leave out certain words
 2. leave out certain words in order to insert or add others
 3. insert or add certain words

If the amendment seeks to change the motion radically, it is really another motion being foreshadowed and should not be accepted by the Chairperson.

Example: The motion is "that we hold a Fete on Saturday, December 4 at 3:00pm. The amendment (which also needs a mover and a seconder and voting) is "at 2:00pm. The Chairperson then hears argument for and against the amendment and calls for a vote. If the amendment is carried the Chairperson then reads the amended motion "That we hold a Fete on Saturday, December 4 at 2:00pm." If there is no further amendment, the motion is put to the meeting and voted on. It would be considered a different motion if the amendment was to propose a bush dance rather than a fete.

Motions

What is a motion?

A motion is any proposal put to the members of a meeting for the purpose of gaining a decision. It is best expressed in the affirmative and begins with the words "I move that" It is advisable that the person moving the motion keeps the motion as short and simple as possible and in some cases it is good practice for the mover to write the motion out and hand it to the Chairperson.

What next?

Once the motion has been put to the meeting (in order that it may be discussed and voted on) it needs someone to "second" it, ie. to state that they support the motion. The Chairperson asks "Will someone second the motion?" If no one will second the motion the motion lapses and no discussion follows. The motion may be proposed at a future meeting.

Now it's open for discussion

Once the motion has a mover and a seconder the Chairperson repeats the motion and states that it is now "open for discussion". Discussion is conducted along similar lines to a debate. The Chairperson first allows the person who moved the motion to speak for the motion then asks for a speaker against the motion. This continues until all points of view have been heard. No member may speak more than once, for or against the motion, or repeat any point of view already stated. The member who moved the motion has a right to reply at the end of the discussion.

It's a resolution!

When all points of view have been heard the Chairperson repeats the motion and calls for "All those in favour? All those against? And then announces if the motion has been carried. Members may indicate their vote by a show of hands or by 'aye' or 'nay'. When a motion is passed/carried it becomes a resolution.

Notices of Motion

A notice of motion is advice given at one meeting of a motion to be discussed at the next. It must therefore form part of the agenda for the next meeting. If a vital matter such as alteration of policy, amendment of the Constitution or standing orders or disposal of funds is concerned, the Chairperson should insist that notice of motion be given so that all members may have the opportunity of considering it. (Notice need not be given of any item arising out of the agenda.) Giving notice of a motion also allows each member time to think about the subject and therefore ensure that a good debate is mounted and that the will of the majority is found. At the subsequent meeting, a seconder is called for and if one is found, the matter then comes under discussion. If a seconder is not found, then the motion lapses.

Recision Motion

This is when a motion is moved to overturn a resolution that has been accepted by the members. It cannot be moved at the same meeting which passed the original motion because adequate notice must be given to all members.

Points of Order

Term used to point out (to the Chairperson) any incorrect procedure at a meeting. If at any stage during the meeting the Chairperson misses a point that ought to have been picked up or queried, a floor member may stand and simply say "Point of Order" and then explain what has been missed.

Example: One member has spoken twice to the same motion and the Chairperson has failed to notice this. A member from the floor notices this and says "Madam Chairman(?) point of order. John Jones has already spoken to the motion". The point is taken by the Chair, the offending member is called to order, and the meeting proceeds as before.

Annual General Meeting

It is important that matters for the General Meeting not be confused with those for the Annual General Meeting (AGM). The AGM is when annual reports are presented and elections carried out, it is not a time to deal with the monthly business of the association.

As stated in the Constitution an Annual General Meeting must be held at the beginning or end of each school year.

The procedures for this meeting are as follow:

1. The outgoing President¹ welcomes all members and special guests².
2. Apologies are called for.
3. The minutes of the last Annual General Meeting are read and accepted.
4. Business (if any) arising from these minutes are dealt with.
5. Correspondence – only matters dealing with aspects of the AGM are to be mentioned, eg. letters of apology or good wishes for the meeting itself.
6. The outgoing President presents the Annual Report which makes mention of the activities of the association during the last year, makes recommendation for further directions and acknowledges those who have assisted in the work of the association over the last 12 months.

¹ All positions are open for re-election even though office bearers may spend up to 3 consecutive years in any one position.

² Special Guest may be those invited to be the returning officer and scrutineers.

MEETING PROCEDURES

7. The outgoing treasurer presents the annual financial report³ and moves that it be accepted.
8. Other standing committees eg. canteen, uniform etc. present their annual reports.
9. President asks that all reports be accepted.
10. The returning officer⁴ declares all positions vacant.
11. The elections begin with the returning officer calling for nominations for the positions of the President. He then calls for a seconder for each nomination and whether each person accepts the nomination. In the event of only one person being nominated the returning officer declares the position filled and offers congratulations to the successful candidate. If there is more than one nomination a secret ballot is held. The scrutineers count the votes and report the result to the returning officer who announces the successful candidate.
12. The above process is repeated for all office bearers.
13. Nominations are then called for members of the executive committee. As stated in the constitution there can be between two and six members. If there are more nominations than positions available, a ballot must be conducted.
14. Volunteers for standing committees are then called for.
15. Once all positions are filled the returning officer asks the President to take the Chair.
16. The President thanks the returning officer and scrutineers and the meeting for their votes and the General Monthly Meeting begins.

³ Annual financial statement is a summary of the income and expenditure of the association for the last 12 months. (See Tool Kit)

⁴ The person invited to conduct the election of office-bearers.

APPENDICES

INSURANCE MATTERS REGARDING PARENTS & FRIENDS ASSOCIATION

(Summary of Advice provided by Catholic Church Insurances July 2000)

Parishes and Colleges carry a variety of insurance covers to protect property and activities of all parish/school/college based organisations.

- Parish primary schools and diocesan colleges are covered under the 'corporate' entity of the particular diocese to which they belong.
- The Parents & Friends Association, as part of the school community, is also covered by the church/parish/diocesan insurance policies for those activities which are specified and designated as properly encompassing the needs and interests of the school. This does not include casual social outings involving school employees and parents/friends.

It is **important that the Parents & Friends Association know and understand the insurance arrangements associated with their respective school**. This information should be available from the Parish Priest or School Principal. If the information is not available locally, advice should be sought from Diocesan Authorities.

The types of protection of particular interest to Parents & Friends Associations are:-

Property

- All property purchased by the Parents & Friends Association is for the benefit of the school and when it is used in that capacity it is covered by the parish/school insurance policies.
- If any property e.g. ride on mower, is taken away from the school, the Principal should be notified and, depending on the circumstances, the details advised to your Insurance Company. Property which is taken away/borrowed for private use may be subject to restrictions.
- Valuable property should be kept in a well secured area when not in use as limited cover may apply to property that is left out in the open air.

Accidents to Voluntary Workers

- Insurance cover is provided for parishes, schools and colleges for accidents arising out of the voluntary work performed by members of the Parents & Friends Associations for school related purposes.
- This includes capped cover for accidental death, loss of limbs and payment for time off work (so long as the injured worker is employed at the time of the incident). It must be borne in mind that the cover cannot extend to those benefits payable under Medicare, this is a legislative bar.
- Persons not in receipt of an income may be entitled to reimbursement for home help expenses where warranted.
- Although all parishes and schools carry reasonable cover, amounts of cover vary between schools and these details can be obtained from the Parish Priest or Principal.
- Any accident affecting a voluntary worker should be reported to the school authority and Catholic Church Insurances Limited as soon as possible.

Liability Insurance

- Your association must be a properly constituted and approved Parish or School group.
- As such, the members of a Parents & Friends Association and anyone working voluntarily for the Parents & Friends Association is indemnified for acts of negligence resulting in personal injury and damage caused to property belonging to other people.
- This indemnity is subject to the insurance policy conditions and the limit of cover provided under the policy.
- The Parents & Friends Association attached to an Order-owned school should check to ensure that Public Liability insurance is in force.
- If the cover is with Catholic Church Insurances Limited, the following Definition is contained within the policy cover given to the Corporation which controls the school. This same definition applies to all Diocesan Schools insured with Catholic Church Insurances Limited.

1. THE INSURED means:

- (a) *The Insured named in the Schedule;*
- (b) *Any Bishop or Priest of a Diocese (which is named in the Schedule as the Insured) or any Member of a Religious Institution (which is named in the Schedule as the Insured) whilst acting in connection with the Business;*
- (c)
- (f) *Any office bearer or member of an unincorporated welfare, social or sporting club or unincorporated Parents & Friends Association formed with the knowledge authority and consent of the Insured designated in 1(a) or (b) above and which operates under the control and supervision of the Insured designated in 1(a) and (b) above or his authorised representative whilst such office bearer or member is performing duties or activities in connection with such unincorporated club or unincorporated Parents & Friends Association;*

- It is important that all functions and activities of the Parents & Friends Association have the written consent of the School or Parish authorities prior to the activity being carried out and it is essential that all Associations adhere to this requirement.
- The insurance, as outlined above, applies only to unincorporated associations under the control of a Diocese or Religious Order.
- This means members and voluntary workers of your Parents & Friends Association are covered for legal liability whilst they are working in a voluntary capacity for the association. Should any person bring an action against the school and a named voluntary worker, the school insurance will look after the legal considerations on their behalf.
- This indemnity will only apply when the members and voluntary workers are acting with the authority of the School or Parish.
- It is very important that any accident involving personal injury to a person during a Parents & Friends function is notified to Catholic Church Insurances Limited as a matter of urgency.

Care & Safety

- The single most important factor of your work as a Parents & Friends Association is to be mindful for the safety of the parents, students and supporters of your gatherings and fund raising activities.
- Working bees should be carefully planned and supervised. Any mechanical implement should be checked regularly to ensure that it is safe to be used. Specialist tasks such as tree lopping, demolition of buildings and extensive construction work should not be undertaken without professional supervision.
- All electrical connections should be installed by qualified electricians as required by legislation. Lighting should be adequate for night-time functions and a check should be made that there are no ropes, chains, hoses or pegs which could cause visitors to trip and injure themselves.
- Any known unusual defects in the premises or ground should be roped off or attention drawn to them by a notice.
- Chairs and tables should be regularly checked for maintenance and should be carefully stored. Anyone moving this kind of equipment should be properly instructed on how to lift, bend and stack equipment with safety.
- Most safety issues are really only common sense matters and a little care can prevent traumatic accidents which may affect the whole morale of your association.

If you Need further Clarification or Advice

If you are in doubt on any issue relative to insurance matters, you should contact Catholic Church Insurances Limited on 1800 011 028. Please note that the information provided is only relevant to Parishes and Schools which are currently insured with Catholic Church Insurances Limited. If your organisation is not insured with Catholic Church Insurances Limited then enquiries should be made with your own insurance company to clarify what insurance arrangements are in place for Parents & Friends Association activities.

PLEASE NOTE

The above has been prepared and checked by the CCI and they have confirmed the accuracy of this document. The facts outlined however are based on the assumption that individual schools are insured through CCI. If you school is not insured by CCI you will need to check with your school's insurer as to the applicability of the matters outlined above.

CONSTITUTION

RATIFIED 28TH SEPTEMBER 1993 BY CATHOLIC EDUCATION COUNCIL AND APPROVED BY BISHOP LEO CLARKE

1. NAME:

- 1.1 This Body shall be known as the Parents and Friends Association. (Hereinafter referred to as the Association).

2. OBJECTS AND FUNCTIONS:

- 2..1 The Association, in upholding the Vision Statement for Catholic Education in the Diocese of Maitland, shall:-
- (a) promote the interests of the Catholic School concerned and Catholic Education generally by bringing together parents, pupils, clergy and teaching staff, both religious and lay, in a spirit of collaboration and close co-operation
 - (b) provide a forum for parents to raise and discuss issues related to the spiritual, social and academic development of their children, at school, Diocesan and State levels
 - (c) decide in consultation with the Principal, Priest(s) (see 4.2) and staff how any funds raised by the Association are to be spent, and help the school to acquire materials and equipment which otherwise could not be provided. It may also assist with minor repairs, selection of new sites and plans for any new buildings.
- 2.2 The Association shall endeavour to foster a spirit of partnership with the Principal and staff to assist them in the administration of the school.

3. LIMITATION OF SCOPE

- 3.1 The Association shall not exercise control over the management of the school, nor shall the school staff exercise control over the management of the Association.

4. MEMBERSHIP

- 4.1 All parents and members of the Parish (in the case of Primary Schools) or members of Feeder parishes (in the case of Secondary Schools) are eligible, and in fact encouraged to be members of the Association.

- 4.2 The Parish Priest, Priests from Feeder Parishes and the Principal shall be members ex-officio of the Association and all its committees.

- 4.3 In addition to any membership rights exercised under Clause 4.1 above, full-time members of the school staff may become members of the Association of the school at which they are employed, but are ineligible to be office bearers of that school's Association. It is also considered inappropriate for the spouse of a school Principal to be an office bearer at that school at which their spouse is Principal.

- 4.4 CEO and other Diocesan officers may become members of any Association where they qualify for membership by virtue of Clause 4.1 above, but are ineligible to be office bearers. This restriction shall also apply to school Principals

5. LIFE MEMBERSHIP

- 5.1 The Association may confer the honor of life-membership on any member who has made an outstanding contribution to the Association over a period of at least seven (7) years. Life members may attend and speak at meetings of the Association but shall not be entitled to vote on any issue unless they are also eligible for membership under Clause 4.1.

6. EXECUTIVE COMMITTEE

- 6.1 The Executive Committee, which shall consist of the officers of the Association and at least two (2), but no more than six (6) other members, shall carry out the decisions of the Association.
- 6.2 The executive officers shall consist of a
- ◆ President
 - ◆ Treasurer
 - ◆ Secretary
 - ◆ Other officers, as determined by a General Meeting of the Association, may also be appointed if required.
- 6.3 Terms of office for all office-bearers shall not exceed three (3) consecutive years in any one position.
- 6.4 A member of the Executive Committee may be removed from office by resolution of the Association carried out at a properly convened General or Special Meeting providing one month's notice of this motion, duly seconded, is given in writing.
- 6.5 If an officer is absent from three (3) consecutive General Meetings without notice, the position may be declared vacant, and an election held to fill the vacancy.
- 6.6 Any vacancy on the Executive Committee shall be filled by a vote of the members at any General Meeting within six (6) weeks of that vacancy occurring.

7. DUTIES OF OFFICE BEARERS

- 7.1 The President, if in attendance, shall preside at all meetings. In the absence of the President, a Vice President, if available, shall preside. In the absence of the President or Vice Presidents, the meeting shall elect a Chairperson.
- 7.2 The Secretary shall attend meetings and keep a record of business conducted, shall attend to all correspondence and shall hand over all relevant documents to his/ her successor on relinquishing office. Should the Treasurer be absent from a meeting, the Secretary may receive all monies, issue receipts and later hand the monies over to the Treasurer. These duties may be delegated to an Assistant or Minute Secretary on the authority of the meeting.
- 7.3 The Treasurer shall receive all monies and keep an up to date and accurate account of all monies received, issue receipts, and bank all monies in accordance with Rule 10.2 below. No money shall be withdrawn from the bank account without consent of the Association. The Treasurer shall present to each meeting a statement of receipts and expenditure during the current month, together with a bank balance statement for the current month for the signature by the President or Secretary. All books, receipts, vouchers and monthly statements of account shall be made available to the Auditors one (1)

month before the Annual Meeting. The Treasurer shall hand over all relevant documents to his/ her successor on relinquishing office. If materials or equipment are to be purchased from the Associations funds for the school, a cheque for the amount \, signed by two (2) members of the Executive, shall be paid into the school account and paid for through that account by the Principal so that a record of school expenditure funded by the Association can be maintained.

8. SUB-COMMITTEES

- 8.1 The Association may set up separate sub-committees at any time to carry out specific functions on its behalf. Such sub-committees shall be accountable to the main P&F body. Sub-committees shall not normally make decisions without the approval of the main body, but under some circumstances may be empowered by the main body to have some decision-making role. All sub-committees shall report their operations to a General Meeting, and when the sub-committee has completed its task it shall account to the next General Meeting for its operation and expenditure.

9. MEETINGS

- 9.1 Five (5) members of the Executive Committee shall constitute a quorum at all Executive Meetings, and seven (7) members, including at least two (2) Executive shall constitute a quorum at all other meetings.

- 9.2 The procedure at all meetings shall be governed by the usual rules relating to meetings. The Chairperson, in the case of a tied vote, shall exercise a casting vote.

9.3 General Meetings

- 9.3.1 A General Meeting of the Association shall be held on
Of every month (except in)

- 9.3.2 A recommended order of business for all General Meetings is as follows:

- ◆ Opening Prayer
- ◆ Confirmation of Minutes of Previous Meeting
- ◆ Business arising from Previous Minutes
- ◆ Correspondence
- ◆ Business arising out of Correspondence
- ◆ Accounts
- ◆ Reports: including Treasurer, Principal, Federation
- ◆ Business deferred from previous meeting
- ◆ Notice of Motions
- ◆ Motions of which due notice has been given
- ◆ General Business
- ◆ Agenda Items
- ◆ Close

- 9.3.3 At various times, as notified by the Secretary of the Federation of Parents and Friends Associations, the Association will be requested to nominate suitable parent representatives for Diocesan committees such as the Diocesan Education Council, Priorities Committee, Special Education Committee etc. Such nominees shall be elected from the P&F body at a General Meeting of the Association.

9.4 **Annual General Meeting**

- 9.4.1 An Annual General Meeting shall be held at the beginning or end of a school year when the annual report and balance sheet shall be presented. At such AGM all positions shall be declared vacant. The members of the Association shall elect an Executive Committee as required by Section 6 above. Other positions and sub-committees as determined by the meeting may also be elected at this time. The Parish Priest or the Principal (of the School) or the Deputy Principal (of the school) shall conduct each election and declare the result. Any candidate for the Executive Committee shall be nominated and seconded by members of the Association, and if there is a greater number of candidates than required, the election shall be decided by ballot. Scrutineers shall be appointed by the Association prior to conducting such ballot. No member can be accepted unless he/ she accepts nomination in person or in writing.
- 9.4.2 At the AGM or one of the General Meetings as appropriate, the members shall elect up to two (2) delegates to represent the Association at the meetings of the Federation of Parents and Friends Associations. (These meetings are held once a term).
- 9.4.3 The names and addresses and where a telephone number is available, the telephone numbers of all officers of the Association shall be forwarded to the Secretary of the Federation of Parents and Friends Associations within fourteen (14) days of holding the election at the AGM and the holding of an election to fill a vacancy as outlined in Clause 6.6 above. The Secretary of the Federation of Parents and Friends Associations shall forward a copy of this information to the Director of Catholic Education.

9.5 **Special Meetings**

- 9.5.1 A Special Meeting of the Association shall be called at any time on a requisition signed by ten (10) members or on the authority of the Executive Committee, provided that members are given seven (7) days notice in writing of such Special Meeting and such notice shall clearly state the purpose for which the special meeting has been convened.

10. FINANCES

- 10.1 All funds raised are the responsibility of the Association, which will consult with the Priest(s), Principal and staff before any expenditure on major items is undertaken
- 10.2 The funds of the Association may be banked with any reputable financial institution (bank, credit union or building society) provided interest is paid on the balance. The account can be operated by any two officers of the Executive. **NOTE:** It is strongly recommended that all P&F Association funds be deposited with the Catholic Development Fund for the Diocese of Maitland
- 10.3 All accounts shall be submitted to a General Meeting for approval of payment. No commitment for expenditure of funds shall be entered into without resolution from a General Meeting.
- 10.4 Auditors shall be appointed at the AGM for the ensuing year. These auditors shall be qualified accountants and shall not be eligible to hold an Executive position in the Association or be immediate family of the Executive. They shall examine all books, accounts, vouchers and receipts and furnish a report which shall be presented to the AGM prior to the election of officers. A copy of the audited statement shall be filed in the school records as well as in the Association files.

11. AMENDMENTS TO CONSTITUTION

- 11.1 The main body of this Constitution as presented shall be amended only by the procedure given in Clause 11.2 below. However BY-LAWS may be added to this Constitution to meet the local needs of individual Associations, provided that such additions do not detract from the Spirit of the main Constitution. These local by-laws may be added or amended only at a General Meeting, and only after due notice has been given at a previous General Meeting and circulated in writing at least seven (7) days prior to the meeting at which the proposed changes are to be decided.
- 11.2 Proposed amendments to this Constitution may be foreshadowed by the presentation of a Notice of Motion as a meeting of the Federation of Parents and Friends Associations. All P&F Associations shall then be notified of the proposed amendment by the Secretary of the Federation of Parents and Friends Associations, and at the next scheduled meeting of the Federation a vote in favour of the Motion shall be carried by two thirds majority of delegates attending. The agreed amendment shall then be submitted to the Diocesan Education Council for official ratification.

12. DISSOLUTION OF ASSOCIATION

- 12.1 The Association may be dissolved in terms of a resolution duly carried out at a General Meeting provided the Notice of Motion to that effect shall have been given to the Secretary, in writing, at least twenty one (21) days prior to such General Meeting and that such Notice of Motion shall have been signed by no less than two (2) members of the Association. Any monies held by the Association at the time of dissolution shall, after payment of all outstanding accounts, be transferred to the school account.

P&F Canteen

Financial Guidelines –

presented at P&F workshops



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EXECUTIVE SUMMARY

Financial Services at the Catholic Schools Office is strongly committed to a culture that demonstrates stewardship and accountability for resources. A key performance indicator to enable sound financial management and internal controls is to ensure effective operational guidelines are in effect.

The financial aim of a school canteen should be to operate as a profitable enterprise with surplus funds being used to benefit the school. An appropriate P&F committee process would determine how surplus funds are allocated to school needs. The following financial guidelines are provided to assist P&F committees operate school canteens.

FINANCIAL COMMENTARY AND GUIDELINES

Bank Account

- Each canteen is to have a separate bank account. The bank account would ideally be a CDF held account with current committee authorities. It would be customary to restrict the number of account signatories to a responsible and practical number. Generally though, it is recommended that two approved persons sign and authorise transactions. Approved persons should be nominated in committee minutes, and would include the P & F President and Treasurer. It may be customary for rules to be stated for example that “one signatory be the President, with any of remaining authorised persons”.
- The bank accounts are to be titled for canteen use only.
- Regular bank reconciliations are to be reviewed and authorised according to P&F committee guidelines.
- Retain a complete register of bank statements and relevant CDF correspondence.

Daily Banking and Sales Control

- At the beginning and end of each school day the monies are to be balanced for daily banking. An agreed appropriate float is to be locked in a P&F canteen safety box which is stored overnight in a safe location. The daily takings, being the amount aside from the float, are to be recorded and banked as soon as practical. Authorisation of the deposit slip should be signed by two people.
- The balancing of canteen float and takings should be counted and agreed by two people. Recording of the float and daily takings should be recorded in a sales register. An example of a sales register is included in the attached “P&F Canteen Financial Tools”.
- The recording of daily sales will provide assurances to the canteen committee that the canteen is operating effectively. Fluctuating sales should alert supervising committee members of any issues which need to be reviewed. In situations where sales discrepancies become apparent, the P&F treasurer and committee are to be informed.
- In some instances a P&F committee may allow credit sales. Credit sales exist when goods are provided, with an arrangement for payment at a later date. As a guideline, credit sales should be discouraged. If the P&F committee however has decided to allow this to occur then appropriate sale recording and collection procedures need to be enforced.

Stock Ordering and Purchase Payments

- All items purchased must be supported by an externally generated delivery docket/invoice.
- Delivery dockets/invoices/statements must be checked for accuracy of supply and pricing.
- Goods should not be unpacked by the supplier. Any differences in goods invoiced and supplied are to be agreed between canteen and supplier as soon as practical.
- Once purchases and invoices have been agreed, invoices can be formally authorised for payment.
- Payment terms should be determined between both parties.
- Payments will generally be settled either by cheque or cash. Cheque payment provides the highest level of ensuring adequate financial controls is undertaken. In some cases however it may be necessary to settle the payment by way of cash. Ideally cash payments should be discouraged as this may lead to a weakness in financial controls. If a P&F committee has agreed to allow cash payments to occur, it is strongly recommended that payments be made from a Petty Cash till. Recording of Petty Cash transactions should be authorised and recorded on a regular time period.
- It is very important to ensure that following receipt and authorisation of goods received that the payment process shows evidence of authorisation. Authorisation of the invoice/statements would generally be supported by an "Authorised Payment" stamp or payment voucher. Authorised payment stamps can be purchased at local newsagents, payment vouchers can be manually designed to meet committee requirements. It is strongly recommended for committee structures to ensure that two P&F members or other authorised persons review and authorise the invoice/statement and cash/cheques.
- Once payments are made it is important to ensure complete and secure filing of payments. Complete filing would usually indicate that authorised delivery dockets/invoices and statements would be attached to each cheque remittance/voucher. This information would then be filed in date and cheque sequence in a secure file. It is generally acceptable to file these records in a ring binder folder. Petty cash records would normally be filed in a month by month basis.
- There may be occurrences when some payments need to be cancelled. If this is to occur it is important to ensure that the cheque is cancelled at the CDF and that the cheque be indicated as cancelled. Cancelled payments would be filed in date and cheque sequence with approved payments.

Stock Control and Pricing

- Ensure that all stock listed on the external invoices have been delivered, counted and meets quality standards.
- Keep stores in a secure location.
- Access to the canteen should be restricted to authorised personnel.
- P&F committees may have other agreed policies for controls placed on volunteer workers.
- Use old stock first. Damaged, out of date stock and wastage should be recorded.
- Canteen pricing should be reviewed on a regular basis. This will ensure that sales margins are maintained. Sales margin recording is important in ensuring that the financial goal of generating profits is achieved. To assist in measuring sales margins, refer to the "P&F Canteen Financial Tools".

- It is recommended that stocktakes be performed at the end of each term. This process will give assurance to the P&F committee that strong financial controls exist for personnel attached to the canteen.
- An example of a stocktake sheet is included in the “P&F Canteen Financial Tools”. The stocktake worksheet has been designed to list individual selling prices and determine comparative sale margins. .

Budgeting

- Preparing a budget will help determine the goals for the following year. This forward planning may identify issues which preclude the canteen committee from achieving the stated financial goals.
- Reviewing the budget against actual performance at regular intervals may assist in achieving stated goals or identify issues which the P&F committee will need to address.

Financial Records and Reporting

- It is important to ensure that all financial transactions are clearly recorded in a complete and accurate format. Generally this can be achieved by using standard cash book journals. Cash book journals can be purchased from newsagents. Recording in this format is predominately a manual process. As a variation to the manual cash book, many worksheets could be duplicated in an excel spreadsheet format.
- The next level of recording financial transactions would be to use an electronic accounting package. Electronic accounting packages are many and varied. Generally though, people using these packages need to be proficient in using the packages, otherwise problems will occur in recording transactions over a period of time.
- At meaningful financial periods (monthly or termly) it is advisable the P&F treasurer prepare a summary of financial performance. As a guide an example of a useful report is included in the “P&F Canteen Financial Tools”.
- In a committee structure it is recommended that financial performance reports be tabled and approved at P&F committee meetings. In other formal structures, it may be necessary for reports to be tabled to the principal of the school.
- At the conclusion of each year it is a requirement that the annual financial performance be audited by an independent body. Independent audits not only fulfil a P&F requirement, but also serve to give assurance to committee members, volunteers and paid workers that internal financial controls are being met.