



## GUIDELINES FOR P & F FUNDED RESOURCES AND PROJECTS

### **Introduction:**

The Parents and Friends Association derives its income from an annual levy charged to each family and through a variety of fundraising ventures. The intent is that there will be a reasonable balance between the two. This means that the compulsory levy (eg. 2015-\$75/ family) will be a minimal amount which may be adjusted according to the CPI, it will included on the school fee invoice at the time of the family commencing at SFX. The number of fundraising activities undertaken in any given year will take into account the financial pressures placed on families and other school organized activities. The Parents & Friends executive will consult with the school leadership team when planning the annual events.

A minimal amount may be carried across to the following year.

1. Principal will work with teachers and other staff (where appropriate) to come up with a list of proposed projects/resources.
2. This list will be published in the school newsletter for parent information. Parents and other staff members will be invited to contribute to this list and seek clarification.
3. Principal will meet with teachers to prioritise list.
4. This list will be again published in the school newsletter for parent comment and suggestions.
5. Principal will present items to P & F meeting for approval. P & F will decide which items they financially support. Principal may decide to fund some projects/resources through school budget or other means such as external grants.
6. Projects/resources not funded by P & F in an initial application to would be considered at a later time in the year if funds were to be available

### **Accounting procedure:**

Principal would normally arrange purchase of resources and in the case of projects would be responsible for project implementation. i.e. gathering quotes, ordering, engaging and supervision of contractors etc.

The school Finance Administration Officer would be responsible for payment of invoices and forwarding letter to P & F requesting a donation for cost of agreed resources/project. P & F treasurer will make out cheque to school.