

PAC and Finance 101

October 26, 2016

Presented by
Surrey District Parent Advisory Council

President's Report

- Advocacy for funding in the Community
 - Surrey Schools Coalition (SSC)– presentation to Liberal MLAs
 - Advocacy for Education – Surrey Students Now (C Dalglish)
 - Oct 28 – SSC – presentation to Opposition Party
 - Nov 7 – SSC – presentation to City Council
 - Nov 18 and 19 – BCCPAC DPAC Chair Summit with Min of Education
 - Public consultation on reporting
 - New Societies Act – Nov 28, 2016

PACs, DPACs and BCCPAC

- **PACs** – schools level, interact with principal on school issues, fundraising, school policy etc.
- **DPACs** – District level,
 - interact with PACs on school issues, PAC governance issues
 - interact with Superintendent and Board of Education trustees on district issues: budgets (capital funding), choice programs, schedules,
- **BCCPAC** – provincial level, interaction with Min of Education officials to advance parent voice; resolutions passed at AGM. All PACs and DPACs can be members.

PACS

- Governance by Constitutions and Bylaws (C&Bs) filed with Registrar of Societies
- Executive Officers (President, Vice-President, Treasurer, Secretary, etc) are elected per C&B at AGM
- Executive Officers must be in place to get gaming grant (\$20 per student based on student enrollment count in Sept)

Meetings

- Schedule of Dates
- Agenda
- Minutes
- Financial Statements

Expense Authority/ Banking

- Executive Officers are set up with expense authority
- **Banking:**
 - E-viewing of statements
 - Dual-signature on cheques
 - No cash withdrawals
 - No interac transfers

Budgets/ Finances

- **Budgets**

- Set in consultation with PAC/ Administrator
- Take into consideration wish-lists, fundraising abilities and goals
- Must be passed at GM

- **Finances**

- Financial statements should be presented at all GMs, not just Executive meetings

Fundraising

- PAC & Administrator sanctioned to be covered by insurance
- Fundraising goals tie in with budget/ finances
Eg: playground, technology
- Cash needs to be safe-guarded and accounted for

Financial Checklist

- See Handouts (Kelly will review basic controls)

Q & A

- Questions from the floor
- Open comments / discussion