P&F FUNDS RAISED FOR THE SCHOOL COMMUNITY

Underlying Principles:

- In all its actions whether regarding the expenditure of money or other decisions, the P&F acts at all times for the benefit of the school and the school community.
- It is the task of the P&F Committee, the school Principal and the school board to work towards shared decisions ideally in consultation with the broader school community.
- Transparent and consistent processes for the responsibility and accountability of funds raised for the school by the P&F need to be determined in collaboration with the school Principal and school board.

Suggested process:

It is suggested that the following is negotiated, agreed to, recorded and reviewed on an annual basis:

- Whether a P&F levy will be collected as part of the annual fee structure and, if so, the amount per family. (NB/ P&F levies are established in many schools to shift the focus of the role of the P&F from fundraising to strengthening family engagement and building community and to spread the responsibility for fundraising across the whole school community. The decision to set a P&F levy is the responsibility of the school board. This is done, ideally, following consultation with the P&F and the broader school community. The P&F levy should be included in annual fee schedules).
- The amount of funds to be raised by the P&F to contribute to the total amount of the private income of the school in lieu of a P&F levy.
• How decisions will be made regarding the use of funds raised by the P&F (either via a levy or via traditional fundraising initiatives)
• How identified goals will be prioritised.
• How the broader parent and school community will be consulted and informed about any fundraising targets and the use of funds raised by the P&F
• Who will be signatories of the P&F Account (if, indeed, a separate P&F account is held)
• Clarification of the role of the school bursar and P&F Treasurer in relation to the collection, storage, banking, recording and reporting of funds raised and funds used (see ‘Role of Treasurer’)
• How P&F funds will be reported in school financial reports, particularly if there is not a separate P&F account.

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