

Sydney Grammar School St Ives Preparatory Parents' Association



PA Policies and Procedures

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Purpose

These Policies and Procedures support the effective operation and financial governance of the Parents' Association (PA) and should be read together with the PA Constitution, PA Code of Conduct and PA Roles and Responsibilities Framework.

They provide practical requirements for the planning, approval and financial management of PA activities and are intended to promote transparency, consistency and responsible use of PA funds.

The PA operates on a not-for-profit basis and aims to use its funds to support and strengthen the School community in accordance with the aims, values and ethos of the School.

Where these Policies and Procedures are inconsistent with the PA Constitution, the Constitution will apply.

Where these Policies and Procedures refer to a matter as "material", this means a matter of sufficient financial value, risk or significance that it would reasonably warrant formal planning, approval or reporting having regard to the circumstances.

Financial Management and Authorities

General Principles

PA funds must be managed responsibly and used only for approved PA activities, functions and initiatives that support the purpose of the PA.

Financial decisions should have regard to:

- available PA funds;
- approved budgets;
- anticipated commitments;
- value for money;
- financial risk to the PA; and
- the benefit to the School community.

The PA will not enter any loan, debt or other borrowing arrangement or knowingly incur expenditure beyond its available funds.

Financial Support to the School

The PA aims to provide financial support to the School for agreed initiatives that benefit the School community.

The level and nature of this support will be considered as part of the annual budget review between the School, PA President and Treasurer, having regard to available PA funds, anticipated commitments and priorities for the year.

Agreed initiatives and financial commitments should be appropriately recorded and incorporated into the PA's annual budget.

Year Group Fundraising

Year Group Liaisons may propose fundraising initiatives to support significant School-related milestone events associated with their year group. Proposed initiatives, including the purpose of the fundraising and intended use of funds raised, must be presented at a PA General Meeting for approval before proceeding.

Year-group fundraising is recorded within the PA financial year from 1 October to 30 September. Despite that financial reporting period, any amount remaining allocated to a year group on 31 December will return to the PA's general funds and will not carry forward for that year group.

Group Collection of money

Year Group Liaisons must not establish or administer "fairy funds" or any other general or group-wide collection of money to be held for future use. Any collection must relate to a specific, identified purpose and operate on a transactional basis, with contributions applied directly to that purpose rather than retained by a Liaison. Year Group Liaisons must not receive or hold collected funds in a personal bank account. Where appropriate, an established collection platform, such as GroupTogether, should be used to facilitate the collection and application of contributions.

Operating Funds

The PA will maintain an appropriate level of operating funds to meet anticipated commitments and support the ongoing operation of the PA.

Any minimum operating balance or reserve target will be determined as part of the annual budget review and recorded in the PA's financial records.

Staff Appreciation

The PA may provide gifts, tokens or other forms of appreciation to School staff as a way of recognising their contribution to the School community. Staff appreciation initiatives should be appropriate and reasonable having regard to the occasion, available PA funds and the number of staff being recognised. Any expenditure must be included within an approved PA budget or otherwise endorsed and approved at a General Meeting.

Minor Discretionary Expenditure

Minor discretionary expenditure of up to \$1,000 may be approved jointly by any two of the President, Treasurer and Assistant Treasurer without prior approval at a PA General Meeting.

Discretionary expenditure must:

- be for a legitimate PA purpose;
- be within available PA funds;

- not be used to circumvent the usual budget approval process; and
- be reported at the next PA General Meeting.

Banking and Payment Controls

PA bank accounts and payment facilities must be used only for authorised PA purposes.

Access to banking and payment systems should be limited to members who require access to perform an authorised PA role.

Payments from PA bank accounts must be approved in accordance with the PA's authorised signatory requirements.

Bank account access, signatory authorities and relevant system access should be reviewed following changes to the Executive Committee or authorised financial roles.

PA funds must not be deposited into or held in a member's personal bank account.

Cash Handling

Electronic payment methods are preferred. Where cash is received through a PA event or activity cash should be securely held in the Petty Cash box;

- wherever practicable, cash should be counted by two people;
- the amount received should be recorded and reconciled against the relevant sales or event records;
- discrepancies should be raised with the Treasurer; and
- cash should be deposited into the PA bank account within a reasonable timeframe.

Cash should not be used directly to reimburse expenses or pay suppliers unless specifically authorised by the Treasurer and appropriately recorded.

Event and Activity Planning

Event Planning Requirements

An approved Event Planning Template must be completed for each PA event or activity that is expected to result in a material amount of income or expenditure.

The Event Planning Template includes the event budget and should include, where applicable:

- anticipated attendance or sales;
- proposed ticket or sale price;
- anticipated income;
- anticipated expenditure;
- supplier costs;
- significant financial commitments;

- expected financial gain or loss; and
- any identified financial risk to the PA.

Approval of Event Budgets

In accordance with the PA Constitution, event and activity budgets should ordinarily be presented for approval at a PA General Meeting in the term prior to the event or activity.

The budget should provide members with sufficient information to understand the proposed income, expenditure and financial risk before approval is sought.

Where the General Meeting approval timeframe is missed, approval may be sought by email from the Executive Committee. Where approval is sought by email from the Executive Committee, the proposal must be circulated to all Executive Committee members. Approval will be confirmed in accordance with the PA's usual decision-making process and must be recorded and reported at the next PA General Meeting.

Submission to the Treasurer

The approved Event Planning Template must be provided to the Treasurer and Assistant Treasurer at least four weeks before the event and, in all cases, before any material financial commitment is made.

No material financial commitment should be made before the relevant budget has been approved unless authorised under another provision of these Policies and Procedures.

Changes to an Approved Budget

Event Coordinators are responsible for monitoring expenditure against the approved event budget.

Reasonable movements between individual budget items may occur during event planning where the overall approved expenditure and financial risk to the PA are not materially increased.

Where a proposed change would materially increase:

- total expenditure;
- the financial commitment of the PA;
- the potential loss associated with the event; or
- the nature or scope of an approved expenditure,

further approval must be obtained before the commitment is made.

Where practicable, approval should be obtained through a PA General Meeting. Where timing does not reasonably permit this, approval may be sought from the Executive Committee by email and reported at the next PA General Meeting.

Procurement and Suppliers

General Principles

Suppliers should be selected having regard to:

- price and value for money;
- service and quality;
- supplier reliability;
- suitability for the event or activity; and
- relevant timing and operational requirements.

The lowest-priced supplier does not necessarily need to be selected where another supplier provides better overall value or is more appropriate for the requirements of the PA.

Expenditure Over \$1,000

For an individual budgeted expense item, or related expenditure with the same supplier, exceeding \$1,000:

- a minimum of two quotes must ordinarily be obtained;
- quote documents should be provided with the event budget;
- the preferred supplier should be clearly identified; and
- where the lowest quote is not selected, a brief rationale for the selection should be provided.

Where it is not reasonably practicable to obtain two quotes, the reason should be documented and provided to the Treasurer.

Expenditure Over \$5,000

For an individual budgeted expense item exceeding \$5,000, the selected supplier's applicable terms and conditions must be provided to the Treasurer together with the supplier recommendation before a commitment is made.

Catering

Where catering represents a material event expense, the quote should include, where available:

- cost per attendee;
- proposed menu; and
- any minimum spends, cancellation or final-number requirements.

Authority to Commit the PA

Obtaining a quote or communicating with a supplier does not, of itself, authorise a member or volunteer to financially commit the PA.

Supplier engagements, deposits and other financial commitments must be within an approved budget and made in accordance with the PA's applicable approval authorities.

Members must not enter into contracts, accept material supplier terms or make commitments on behalf of the PA outside their authorised role.

Where a supplier engagement is within an approved budget, the relevant Event Coordinator may manage the supplier relationship. Before any material contract, deposit or financial commitment is entered into, the Treasurer or Assistant Treasurer must confirm that it is within the approved budget and applicable authority. Any resulting payment must be approved in accordance with the two-signatory payment requirements in these Policies and Procedures.

Conflicts of Interest

Members participating in procurement or financial decisions must disclose any actual, potential or perceived conflict of interest.

A conflict may include a personal, family, business or financial relationship with a proposed supplier or another interest that could reasonably be perceived as influencing a decision.

The conflict should be disclosed before the relevant decision is made.

Where appropriate, the member should not participate in the supplier selection, approval or other relevant decision.

The disclosure and the way the conflict was managed should be appropriately recorded.

Payments and Expense Reimbursements

Reimbursement Requests

Reimbursement requests must be submitted by email to the Treasurer and Assistant Treasurer and include:

- the name of the person to be reimbursed;
- bank account details;
- the amount claimed;
- the original receipt or paid tax invoice;
- the PA event or activity to which the expense relates;
- a brief description of the expense; and
- confirmation that the goods have been received or services provided.

Reimbursements must relate to approved PA expenditure.

Members should submit reimbursement requests promptly following the relevant event or expenditure and ordinarily within 30 days of the event.

Payment Approval

All reimbursement payments must be authorised by two authorised bank signatories before payment is made.

A bank signatory must not approve a payment or reimbursement payable to themselves.

Where a reimbursement is payable to an authorised bank signatory, the payment must be authorised by two other authorised bank signatories.

Processing

Complete reimbursement requests should be processed within a reasonable timeframe following receipt of all required information.

Confirmation will be provided once the reimbursement has been approved and scheduled for payment.

Urgent payments or reimbursements should be raised directly with the Treasurer by phone or text message.

Sales, Ticketing and Payment Platforms

PA-approved ticketing, sales and payment platforms should be used for PA transactions where appropriate.

Access should be limited to members who require it for their PA role.

Ticket prices, merchandise prices, discounts and other charges must be consistent with the approved event or activity budget.

Discounts, complimentary tickets, refunds or adjustments must only be provided in accordance with the relevant PA approval or procedure.

Sales, fees, refunds and funds received through payment platforms should be reconciled to the PA's financial records.

Ticket Pricing

Ticket prices, merchandise prices and other charges must be consistent with the approved budget.

Where an online ticketing, payment or sales platform is used, pricing must be checked against the approved budget before sales commence.

Any material change to approved pricing must be agreed with the Treasurer and Assistant Treasurer before implementation and, where it materially changes the financial position or risk of the event, must be approved in accordance with the Changes to an Approved Budget process.

Ticket Sales Outside the Advertised Sale Period

Ticket sales will close at the advertised time to allow the PA to finalise catering, seating, and other event arrangements. Requests to purchase tickets after the closing date will not ordinarily be accepted.

Door sales are not guaranteed and will depend on the nature of the event and other event-specific factors. Where door sales are offered, the price may range from the full ticket price to a nominal fee. The door price must be approved by the Treasurer or Assistant Treasurer before the event, taking into account the nature of the event, available capacity, catering and any other relevant circumstances.

Event Refunds

Requesting a Refund

Refund requests must be submitted by email to the Event Coordinator, Treasurer or Assistant Treasurer and include:

- ticket holder's name and contact details;
- event name;
- number and type of tickets; and
- reason for the refund request.

Before Ticket Sales Close

Refund requests received before ticket sales close may be recommended by the relevant Event Coordinator but must be approved by the Treasurer or Assistant Treasurer before being processed through the applicable PA payment platform.

After Ticket Sales Close

Refund requests received after ticket sales close are not automatically approved and will be referred to the Executive Committee for consideration.

The Executive Committee may approve or decline a request having regard to the circumstances, including any financial commitments already made by the PA in reliance on ticket numbers or attendance.

Processing Approved Refunds

Approved refunds will be processed within a reasonable timeframe.

Confirmation will be provided to the requestor and relevant PA representatives once the refund has been processed.

PA Stock, Merchandise and Assets

PA stock, merchandise, equipment and other assets must be used and managed for authorised PA purposes.

Where the PA holds stock for sale, reasonable records should be maintained of:

- stock purchased or received;
- stock sold;
- stock provided without charge;
- damaged or unusable stock; and
- material stock discrepancies.

Material discrepancies or losses should be reported to the Treasurer and investigated where appropriate.

PA Merchandise

The PA may offer merchandise as part of fundraising initiatives supported by the School. All merchandise offered for sale must be approved by the School and sold through the PA's approved sales platforms.

Merchandise Payment and Collection

Merchandise must be purchased and paid for through the PA's approved sales platform. Orders will be processed weekly, with the Merchandise Coordinator arranging for items to be ready for collection within one week after the end of the week in which the order was placed. Collection details will be communicated to purchasers once their order is ready.

Borrowing PA Property

PA property may be borrowed with prior approval from and coordination with the PA Hub Coordinator. A named individual must be recorded as the responsible borrower, including where property is borrowed on behalf of a group.

A bond payment of \$100 will ordinarily apply. Where the total estimated replacement value of property borrowed under a single borrowing arrangement exceeds \$500, a bond payment of \$600 will apply. The PA will retain \$10 from each bond payment as a non-refundable administration and borrowing fee. Subject to the property being returned as agreed, the remaining \$90 or \$590, as applicable, will be refunded to the borrower.

A bond payment will not be required where a member of School staff is recorded as the responsible borrower and accepts responsibility for the care and return of the property.

The bond requirement may also be waived for property borrowed by the SGS Women's Association where an annual exemption has been agreed, documented and reviewed by the PA and the

Women's Association. If an exemption has not been documented for the relevant year, the standard bond payment and administration and borrowing fee will apply.

Payment of the applicable bond constitutes the borrower's acknowledgement and acceptance of the PA Property Borrowing Agreement. Where an approved bond exemption applies, taking possession of the property constitutes acknowledgement and acceptance of that Agreement.

The borrower is responsible for the care and timely return of the property in the condition in which it was provided, allowing for reasonable wear from its intended use. If property is lost, damaged or not returned as agreed, the PA will discuss the matter with the borrower and determine a reasonable contribution towards repair or replacement, having regard to the circumstances and the condition of the property. The refundable portion of the bond may be applied towards that amount but does not limit the borrower's responsibility for reasonable costs exceeding the bond.

The PA Hub Coordinator will maintain the PA Property Borrowing Register, including details of the property, responsible borrower, estimated replacement value, applicable bond payment, administration and borrowing fee, collection and return, refund, and any loss or damage.

Volunteer Appreciation

The PA may fund one Volunteer Appreciation Event each year to recognise and thank PA members and volunteers for their contribution to the PA and School community. The event and proposed budget must be approved at a PA General Meeting before proceeding. Any expenditure must be reasonable and proportionate, having regard to the PA's financial position, the financial performance of the preceding year and other anticipated PA funding commitments.

Financial Review and Reporting

The financial outcomes of PA events and activities will be reviewed as part of the PA's ongoing financial reporting.

The PA will report on the financial outcomes of its events and activities, including the resulting financial gain or loss. This may be reported by individual event where appropriate or consolidated by school term, depending on the nature and timing of the activities.

Financial reporting should include, where relevant:

- income received;
- expenditure incurred;
- refunds and applicable payment or ticketing fees;
- outstanding financial commitments; and
- the resulting financial gain or loss.

The purpose of this reporting is to provide members with a clear view of the financial performance of PA activities and support future planning and decision-making.

Relevant financial information should be retained to support future event planning and budgeting.

ACNC Responsible People

The President will take reasonable steps to confirm the eligibility of each Responsible Person in accordance with applicable ACNC requirements, including checking the ASIC Banned & Disqualified Register and the ACNC Register of Disqualified Persons. Each Responsible Person must also provide a signed declaration confirming that they are not disqualified from acting as a Responsible Person and undertake to promptly notify the PA if they become disqualified during their appointment. Appropriate records of the checks and declarations must be retained by the PA.

Financial Records and Record Keeping

Appropriate records must be maintained for PA financial transactions and decisions, including where relevant:

- approved budgets;
- meeting or email approvals;
- quotes;
- supplier terms and agreements;
- invoices and receipts;
- reimbursement requests;
- payment approvals;
- refund records;
- financial reporting and supporting reconciliations, where applicable; and
- conflict of interest disclosures relating to financial decisions.

PA records should be retained in the PA's designated systems or storage locations rather than solely within a member's personal files or email account.

Members must respect the confidentiality and privacy of information obtained through their PA role in accordance with the PA Code of Conduct.

Handover and Access

Members completing or leaving an Executive Committee position, Coordinator role or other designated PA role must provide an appropriate handover of records, information and PA property relevant to that role.

Where applicable, access to PA bank accounts, payment platforms, email accounts, records and other systems must be reviewed and updated promptly following a change in role.

PA records, accounts and other information remain the property of the PA and must be made available to the incoming role holder where required for the continued operation of the PA.

Supporting Documents and Templates

The following approved documents and templates support these Policies and Procedures and should be used for PA activities:

- Event Planning Template (including the Budget Template)
- relevant financial and payment system instructions
- PA General Privacy Statement
- PA Property Borrowing Agreement

Application and Review

These Policies and Procedures operate subject to the PA Constitution and may be reviewed from time to time and amended by the Executive Committee, in consultation with the School where appropriate. Material changes, including changes to financial authorities or approval thresholds, must be reported at the next PA General Meeting.

Where a matter is not addressed by these Policies and Procedures, it should be considered having regard to the PA Constitution, PA Code of Conduct and PA Roles and Responsibilities Framework and, where appropriate, in consultation with the President, Treasurer, Executive Committee or School.