

APPENDIX A:

Financial Procedures for Special and Fundraising Events

In addition to Bylaws Article 5.0: Finances and Spending Authority, School Council members will adhere to the following financial procedures for special and fundraising events.

1. Event Budget Approval

Following formal approval of the event at a School Council meeting via official motion, event committee will prepare and submit a detailed budget in advance of the event, for approval by School Council Chair and Treasurer, prior to any donation solicitation or expenditures.

2. Donation Solicitation

When soliciting for donations (cash and in kind) from community organizations, commitments will be documented with the following considerations:

- organizational representative making commitment (name and title);
- date of commitment of the donation;
- detailed identification of donated gift-in-kind item(s);
- value of donation funds, or retail value of donated item(s);
- any terms related to vendor exclusivity;
- requested or expected donor recognition agreed upon;
- date of item(s) pick up and identification of individual who will pick up or receive donated items.

Donations of cash will be accepted in gift card or cheque only. Cheques will be made out to Prince of Peace School Council.

3. Supply Inventory

In advance of the event, a full inventory of all event supplies will be conducted by two members of School Council, cross-referenced with all receipts and documented gift in kind donations.

4. Revenue Reconciliation and Accounting

At the conclusion of the event, a full reconciliation will be conducted. Revenues will be counted by two members of School Council, with totals confirmed and recorded before leaving the event location.

All monies will be secured within the Prince of Peace School safe, and deposited at the bank within 48 hours of receipt.

5. Receipt Management

All receipts submitted to School Council for reimbursement must be fully itemized.

No personal purchases may appear on Prince of Peace submitted receipts.

All unused purchases will be returned for refund prior to the submission of receipts to School Council for reimbursement.

6. Communications

All email communications with community organizations and vendors will be conducted through official Prince of Peace committee email accounts.