

## OUR LADY OF LOURDES SCHOOL POLICY

### PARENT, TEACHER AND FRIENDS ASSOCIATION (P.T.F.A.)

#### Rationale

The PTFA's role is to raise funds to assist with school development and to provide social activities that benefit the school community. The PTFA also serves the school's community by encouraging unity and reinforces the special character and philosophies of the school.

#### Purposes

1. To foster a sense of community by organising activities that bring the school and wider community together.
2. To raise money to enable the school to buy additional equipment and resources.

#### Guidelines

#### Committee Systems and Structures

1. The committee will meet at least once a term with an Annual General Meeting being held in February/March.
2. The election of the committee will be conducted at the Annual Meeting. Office bearers (including the Gala Chairperson) will be elected by the committee at this meeting.
3. Meetings should include keeping of accurate minutes, correspondence, tabling of correspondence, treasurer's report and general business.
4. A representative from the Board of Trustees will attend PTFA meetings. This liaison will allow the PTFA Committee and the Board of Trustees to work together more effectively.
5. A staff representative will attend meetings.

#### Finance and Expenditure

1. The PTFA will share their financial commitments, fundraising ideas and community social events with the Board.
2. The PTFA, Leadership Team, and members of the Board of Trustees will be consulted regarding the options for PTFA expenditure.
3. The PTFA will consult with the Board of Trustees for each year's proposed fundraising ventures and any activities that may affect the physical property of the school.
4. The school community will be notified as to the purpose of all fundraising ventures.

## **Finance and Expenditure continued**

5. Internal controls of finance and expenditure will be established. These controls will include the following:
  - (a) The operation of a cash book accounting system.
  - (b) Two signatures required on every cheque.
  - (c) Cheques' to be written out before the second signature is added.
  - (d) Receipts being presented for reimbursement.
  - (e) A Treasurer's report being presented at each meeting and a copy provided for the Board of Trustees' meeting.
  - (f) An annual Statement of Accounts to be presented at the Annual General Meeting.
6. The PTFA will provide the Board of Trustees annually with a statement of accounts.

## **Private Profit**

1. Any income, benefit or advantage must be used to advance the charitable purposes of the PTFA in relation to the School.
2. No member of the PTFA, or anyone associated with a member, is allowed to take part in, or influence any decision made by the PTFA in respect of payments to, or on behalf of, the member or any associated person of any income, benefit, or advantage.
3. Any payments made to a member of the PTFA, or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.

## **Winding Up**

If any property remains after the winding up or dissolution of the PTFA and the settlement of all the PTFA's debts and liabilities, that property must be given or transferred to another organisation that is charitable under New Zealand law and has purposes similar to those of the organisation being wound up.

## **School Community Social Events**

The PTFA will endeavour to offer social events to the school community.

## **Related Documents**

1. Our Lady of Lourdes School Financial Management Policy
2. Charities Guide

Signed: .....

Date: ...../...../.....

Review Date: 2018