MACKAY WEST STATE SCHOOL P&C ASSOCIATION

FUNDING REQUESTS

This process is developed to assist the P&C in prioritizing, evaluating and approving submission requests for funding.

FUNDING

The amount of funds (to be known as “Discretionary Funds”) available for ad hoc/ one off requests is the net funds available after allowing for all periodic/ annual/ committed P&C expenditure and allocation of the “buffer” amount. The buffer amount is defined as funds required for expenditure to be met. E.g Mayfair fundraising expenditure required prior to fair.

At the commencement of each calendar year, the Treasurer must provide an annual budget for the new year indicating receipt and payment estimates culminating in an amount budgeted for Discretionary Funds available to be spent in that year.

The amount of Discretionary Funds will be monitored monthly and advised by the Treasurer at each P&C meeting after assessment of a monthly Cash Flow report of monthly budget v actual receipt and expenditure. The timing of funding will depend upon priority items and amounts and determined by the P&C.

REQUEST DOCUMENTATION

Requests may in the form of items detailed as part of a Wish List or one off as required.

All requests for funding from the P&C Discretionary Funds must be in writing and presented to the P&C using the “Request for Discretionary Funding” form and must be signed by the person requesting funding.

Requests should include:

- A brief description of the item/activity to be purchased;
- a concise description of the benefits and to whom to be achieved through purchase;
- supporting documentation of realistic amount required e.g verbal/ written quotes less than 30 days old where appropriate.

Number and method of quoting should be in accordance with the Purchasing Policy and Procedures for Parents and Citizens Associations.

All requests must be received in writing by and left in the P&C box in the School Office or submitted to the P&C Executive.

In the event that priorities will be funded as when discretionary funds are available, quotes may need to be updated to ensure realistic amounts are assessed by the P&C.
PLANNING/EVALUATION

At the beginning of each year, the P&C need to approve the priorities for funding requests for that year. It is important to note that the priorities may change during the year and needs to be reviewed at least every term.

Priorities may be based on:
- P&C Wish List
- School Wish List – submitted by the Principal based on agreement from Teacher/Staff of Mackay West State School.
- School Budget

Evaluation criteria need to be established by the P&C as basis for prioritizing requests.

The P&C must endorse the Priority List at the commencement of each year and include approve as part of the Minutes.

Priorities will be funded in accordance with Discretionary Funds available.

EVALUATION CRITERIA

The following P&C objectives and criteria are in alignment with the P&C constitution.

The objectives of the P&C are to:
- promote the interests of the school, and
- facilitate the development and further improvement of the school.

To meet these objectives, the P&C tries to:
- foster community interest in educational matters
- bring about closer cooperation between parents, other members of the community, staff members and students
- give advice and recommendations to the Principal when required, and
- provide financial or other resources and services for the benefit of students.

Applicants should address things such as:
1. Does this fall within the role of the P&C?
2. Does this idea/project benefit students and (How/Which students/All students?)
3. Does this idea/project enhance or improve the school in any way? (How?)
4. Does this idea/project improve cooperation among members of the school community? (How?)
5. How will the project be sustained financially? (Is ongoing funding required?)

Applicants must be aware of the following:
- There’s no guarantee that it will be discussed or decided upon at the next meeting, but the P&C will attempt to be prompt.
If there is a delay in the decision/implementation then new information and/or pricing may have an effect on the decision or part thereof.

Number and method of quoting should be in accordance with the Purchasing Policy and Procedures for Parents and Citizens Associations:

- **Value of Purchase: Under $2,000**
  - Obtain at least 1 verbal quote.
  - Where a decision is made to obtain more than one quote, document verbal offers received and the reasons for selecting a particular quote.

- **Value of Purchase: $2,000 - $5,000**
  - Obtain at least 3 verbal quotes from local suppliers.
  - Document verbal offers received and the reason for selecting a particular quote.

- **Value of Purchase: $5,000 - $20,000**
  - Obtain at least 3 written quotes from genuine competitors (unless it is not possible to obtain 3 quotes after genuine effort has been made to obtain 3 quotes).

- **Value of Purchase: $20,000+**
  - Refer Purchasing Policy for rules of purchase

**MONITORING and REVIEW**

The initial evaluation of priorities will be completed at the commencement of the school year.

Evaluation of priorities should be reviewed at the beginning of each term and if changed, endorsed and approved as part of the minutes.