

It All Counts!

Treasurer 101



***Presented by
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Former Treasurer of the
BC Confederation of Parent Advisory Councils***

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Kelowna Parent Conference

It All Counts!

What you need to know:

- ✓ What kind of PAC/DPAC are you?
- ✓ Applying for a PAC/DPAC gaming grant
- ✓ Filing government forms
- ✓ Preparing a budget
- ✓ Fund Raising
- ✓ Disbursing Funds
- ✓ Record Keeping
- ✓ Reporting out



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What kind of PAC/DPAC are you?

- ✓ All PACs and DPACs are recognized in legislation

School Act, Division 2, paragraphs 7 – 8.5

<http://www2.gov.bc.ca/gov/DownloadAsset?assetId=FA8251728A4A49E4A7FE72A289920E5D>

- ✓ Some PACs/DPACs are also registered societies.

Society Act

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96433_01



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Applying for a PAC or DPAC grant

✓ These are different than Community Gaming Grants

<https://www.gaming.gov.bc.ca/grants/pacdpac.htm#two>

PAC and DPAC Grants - overview	
Eligibility	Parent Advisory Councils and District Parent Advisory Councils. Details provided in Section 3 of <u>Community Gaming Grant - Guidelines (including PAC/DPAC grants)</u> .
Grant Amount	PAC: \$20 per student DPAC: \$2,500 per year
Application	<ul style="list-style-type: none">• One application per year.• Submit online.
Application Period	Apr 1 - Jun 30
Processing Fee	None
Processing Time	Grants will be paid as soon as possible in September, no later than September 30.



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Applying for Direct Access Grants PAC/DPAC

✓ There is specific criteria surrounding the spending the Direct Access Grants to PAC/DPAC

Grant funds must remain under the management and control of the PAC or DPAC that receives them. Funds cannot be used for, or transferred to, curricular purposes or to schools or school districts, or any of their activities or programs.

Parent Advisory Councils and Parent Organizations

PAC funding is intended to benefit students by enhancing their extracurricular opportunities:

- Student publications: newsletters, yearbooks
- Student competitions: writing, debating, chess, music
- Student computers: software, hardware, accessories
- Student societies: drama club, student society
- Student ceremonies: graduation, dry grad
- Student conferences or educational field trips within B.C.
- Uniforms and equipment for extracurricular activities
- Sports or playground equipment
- Awards and trophies
- Scholarships and bursaries for post secondary education (paid directly to students)
- Capital acquisitions directly benefiting students, such as playground equipment
- Student transportation and travel within B.C.
- Student transportation and travel outside B.C., where the student group:
 - o is representing its school as a result of merit achieved through organized competition
 - o is competing in a sport that involves cross border travel
 - o has been selected because of its level of creative achievement or success, or
 - o is entered in a recognized competition in which there is a formal evaluation or adjudication process

NOTE: out of province field trip(s) are not eligible uses of PAC funds

Grant funds to PACs and parent organizations may be accumulated for up to three years without prior approval from the branch.

District Parent Advisory Councils

DPAC funding is intended to benefit students by supporting activities that foster parental involvement in the schools and effective communication between schools, parents, students and the community. Eligible uses of DPAC funding include:

- Educational and promotional materials;
- Administrative costs, including British Columbia Confederation of Parent Advisory Councils (BCCPAC) membership fees; and
- Travel for regular DPAC meetings.

Grant funds to DPACs must be disbursed within 12 months of receipt.

Application Website: <https://www.gaming.gov.bc.ca/gaming/Home.do>



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Filing government forms

✓ Direct Access Grants to PACs/DPACs require a Gaming Account Summary Report to be filed within 90 days of fiscal year end.

✓ Registered societies have an annual report and any further applications depending on changes to Directors and/or constitution and bylaws.

<http://www.bcregistryservices.gov.bc.ca/bcreg/corppg/societies/index.page>



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PST Refunds

- ✓ PACs can apply for a refund of PST paid on qualifying goods and software purchased in whole or in part with PAC-raised funds. The amount of the refund depends on the portion of the purchase price and PST paid with PAC-raised funds.
- ✓ A refund does not apply for PST paid on leased goods, related services, such as repairs and maintenance and goods or software the PAC uses for itself or sells to raise funds.
- ✓ Applications for a refund must be received by the ministry within four years of the date that the tax was paid.
- ✓ A PAC may apply for a refund only once each school year
- ✓ For more information:

http://www.sbr.gov.bc.ca/documents_library/bulletins/pst_401.pdf



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GST Refunds

- ✓ Generally, only GST registrants can apply for a GST refund.
- ✓ The school district will apply for a GST refund as they are “an organization that operates an elementary or secondary school in which it provides instruction that meets the standards of educational instruction of the province in which it is operated.”
- ✓ The GST refund for school authorities is 87% of the total GST paid.
- ✓ For more information:

<http://www.cra-arc.gc.ca/E/pbg/gf/gst66/README.html>



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Preparing a budget

- ✓ Determine your spending priorities
- ✓ Determine your expenses
- ✓ Estimate and plan your revenue
- ✓ Build consensus
- ✓ Pass budget via motion at a PAC/DPAC meeting

***All money raised should have a purpose.
All money kept should have a purpose.***



Sample Budget 2015-16

October 2014 - September 2015 Actual	October 2015 - September 2016 Proposed
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Income:

¹ Gaming	\$4780.00	\$4620.00
² Fund Raising	\$12,500.00	\$2500.00
³ Community Grants	\$35,500.00	-
Balance Forward	\$289.57	\$888.55
Total:	\$53,069.57	\$8008.55

Notes to Proposed 2015-16 Revenue:

- ¹ – annual Direct Access Grant to PACs, \$20/231 FTE students (2014-15)
- ² – fund raising will include: hot lunch, spaghetti supper, silent auctions, raffles, etc.
- ³ – will apply for grants from local financial institutes and foundations for playground

Expenses:

¹ BCCPAC Membership	\$75.00	\$75.00
² Childcare	\$250.00	\$500.00
³ Field Trips	\$2183.12	\$2533.55
Hot Lunch	\$874.92	\$1000.00
⁴ Library Books	\$1000.00	\$1000.00
⁵ Playground	\$45,000.00	-
Sports Equipment	\$297.98	\$400.00
⁶ Winter Program	\$2500.00	\$2500.00
Total:	\$52,181.02	\$8008.55

Notes to Expenses:

- ¹ – annual BCCPAC membership
- ² – childcare offered at every PAC meeting, \$50/meeting
- ³ – all field trips including whole school and Grade 5/6 trip to museum
- ⁴ – paid portion of library books
- ⁵ – new playground installed Spring 2015 ~ great effort everyone
- ⁶ – paid portion of school's winter program

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Fund Raising



**Parents are
not
mindless
fundraising
machines**

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Fund Raising with Gaming

✓ All gaming in BC requires a license. A license must be applied for in advance of the proposed event.

✓ There are four classes of licenses:

Class A, Class B, Class C, Class D

✓ The class of license you'll want depends on how much money you expect raise, the value of your prizes and the price of your tickets.

<https://www.gaming.gov.bc.ca/licences/index.htm>

NOTE: New changes to Class A, B and C license conditions began September 2015



Gaming Category	Specific games and locations	Class A More than \$20,000 in gross revenue	Class B \$20,000 or less in gross revenue	Class D \$5,000 or less in gross revenue
Ticket Raffles	Regular raffles, 50/50 draws, meat draws, sports pools, sports player drafts, calendar raffles, payroll raffles, cow pie bingo, New Year's baby, rubber duck races, poker rides, cake walks and other such schemes. Conducted and managed by the licensee in various locations in the community.	Yes	Yes	Yes, except for payroll raffles. Maximum \$2 per single ticket, maximum \$500 per single prize.
Poker	Limited Texas Hold'em poker events. Conducted and managed by licensee in various locations in the community.	No	Yes	No
Independent Bingos	Regular bingos, combination games, pre-called and odd-even games, progressive prize games and bonus games. Conducted and managed by the licensee in various locations in the community.	Yes	Yes	Yes, but no progressive prize or bonus bingos. Maximum \$2 per single ticket, maximum \$500 per single prize.
Wheel of Fortune	Typical wheel of fortune games: Money Wheel, Crown and Anchor, 7 Under/Over, and Colour Wheel. Not permitted: Roulette and Sic Bo. Conducted and managed by licensees of social occasion casinos and approved community fairs or exhibitions.	Yes	Yes	No
Social Occasion Casinos	Up to 15 games. Three types of games permitted: Blackjack, Red Dog and Wheel of Fortune. Typical wheel of fortune games: Money Wheel, Crown and Anchor, 7 Under/Over, and Colour Wheel. Not permitted: Roulette and Sic Bo. Small casino-type events conducted and managed in conjunction with a social event (such as a dinner, dance or benefit) and where attendance is restricted to members of the gaming event licensee and their guests.	Yes	Yes	No

NOTE:

The Class C licence, excluded from the table, allows approved community fairs and exhibitions to operate ticket raffles, bingos, wheels of fortune and limited casinos.

Class A Licence - overview

Eligibility	Non-profit organizations raising funds to support programs or services they provide that directly benefit the broader community.
Expected Gross Revenue	More than \$20,000 (for a single event or a series of events)
Eligible Events	Ticket Raffles, Independent Bingos, Wheels of Fortune, Social Occasion Casinos
Application	Submit online or by mail
Processing Fee	\$50.00 (non-refundable)
Processing Time	Up to 10 weeks

Class B Licence - overview

Eligibility	Non-profit organizations raising funds to support programs or services they provide that directly benefit the broader community. Individual sports teams are invited to apply for a Class D Licence. They are not eligible for a Class B Licence unless they meet the organizational eligibility criteria outlined in Section 8 of the Class A and B Licence - Guidelines.
Expected Gross Revenue	\$20,000 or less (for a single event or a series of events)
Eligible Events	Ticket Raffles, Texas Hold'em Poker, Independent Bingos, Wheels of Fortune, Social Occasion Casinos
Application	Submit online or by mail
Processing Fee	\$25.00 (non-refundable)
Processing Time	Up to three working days

Class C Licence - fairs and exhibitions – overview

Eligibility	Only approved fairs and exhibitions are eligible for Class C Licences.
Expected Gross Revenue	Unlimited
Eligible Events	Ticket Raffles, Independent Bingos, Wheels of Fortune, Limited Casinos
Application	Submit online or by mail
Processing Fee	\$150.00* (non-refundable) *Additional fees may apply for certain gaming events.
Processing Time	Up to 10 weeks

Class D Licence – overview

Eligibility	Group or organization must include at least three members who take responsibility for the gaming event. Funds raised must be used to benefit a community and/or third party within British Columbia, or an eligible general purpose of your group or organization that provides direct benefit to a third party or the broader community. Individual sports teams are eligible for a Class D Licence.
Expected Gross Revenue	\$5,000 or less (for a single event or a series of events)
Eligible Events	Ticket Raffles, Independent Bingos NOTE: For Class D events the maximum permitted price of tickets/bingo cards is \$2 each, and the maximum permitted value per prize is \$500.
Application	Online only
Processing Fee	\$10.00 (non-refundable)
Processing Time	Up to three working days

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Disbursing funds

✓ How does PAC or DPAC use their funds?

Budgeted expenses

Application process and procedure

Annual “wish list” submissions

Classroom “fun”d account

Grants or bursaries to Grad 12 students going onto post secondary education



Application for Gaming Funds

DEADLINE:

- * Please return this form to the PAC mail box on or before the deadline.
- * Invoices or receipts are required before funds will be disbursed.
- * Please read the Gaming Grants funding guidelines on back.

Date _____ Amount of Funding requested \$ _____

Name of requesting group, club or team _____

Contact person _____

Email _____ Phone _____

Projected date of purchase, activity or project (day/month) _____

Describe the intended use of the funds, project details where applicable _____

List specific items for purchase.

ITEM	COST	SOURCE

Who (students or others) will benefit, directly or indirectly, from these funds?

Funding Guidelines for Gaming Grants

The Gaming Grants are intended to enhance extracurricular opportunities for students and cannot be used for curricular activities or items such as smartboards or classroom resources. For more information, or if you have any questions please contact the PAC Chair at (604) 555-1234 or pacchair@school.com

Some eligible uses of these funds include:

- Student publications: newsletters, yearbooks
- Student competitions: writing, debating, chess, music
- Student computers: software, hardware, accessories
- Student societies: drama club, student society
- Student ceremonies: graduation, dry grad
- Student conferences or educational field trips within B.C.
- Uniforms and equipment for extracurricular activities
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 - o is entered in a recognized competition in which there is a formal evaluation or adjudication process

- You will need to provide the PAC with invoices or receipts as required for gaming grant funded purchases.
- PAC will review your request at the first possible general meeting. The PAC will notify you in writing stating the amount of funding approved, or reasons for refusal.

For PAC use only

Date _____ Amount Requested \$ _____ Recommended approval for \$ _____

Request NOT approved because _____

Applicant notified by _____ Date _____

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Record Keeping

- ✓ For every cheque written, there should be a corresponding invoice, receipt, slip of paper, etc.
- ✓ Make sure all expenses are approved and anticipated in the budget
- ✓ Make sure all cheques required have two signatures
- ✓ Make sure all money received is properly counted by at least two people, and deposited promptly.
- ✓ Bank reconciliations should be done monthly
- ✓ Third party review team at year end, or as needed
- ✓ Keep neat and complete files
- ✓ Manage data entry: electronic or manual ledger?



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Reporting out

✓ Regular meeting updates

Reconciled bank balance

Year to date vs. budget for the year

Highlights (transactions since last report)

✓ Annual General Meeting Treasurer's Report

Final or projected year end financial statement vs. budget for the year

Ending cash balance

Highlights

Budget process for next year

Make it relevant, understandable, and timely!



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Reporting out

✓ Treasurer's Report

Highlights of money spent since last report:

- Grade 6 class went on their trip
- Basketball team went to provincials
- New microwave installed

How much money is in each account (regular and gaming)

What cheques are expected to come out of the account?

What deposits are expected to go into the account?

✓ Does a Fundraising Event Need a Separate Report?

Event reports show specific purchases (food for concession, ticket printing, advertising, etc.)

Event reports breakdown the revenue collected (concession, ticket sales, silent auction proceeds, etc.)

Event reports highlight the number of people who participated and possible ideas for the next time the event is held.



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More info

✓ Gaming Policy and Enforcement Branch

Gaming.Grants@gov.bc.ca

Victoria: 250 387-5311

Vancouver: 604 660-2421 (ask for Gaming Branch)

Toll Free: 1 800 663-7867 (ask for Gaming Branch)

✓ BCCPAC Leadership Manual – Tab 15

Financial Management in PACs and DPACs – this manual provides PACs and DPAC with lots of valuable information in more detail.

www.bccpac.bc.ca/resources/leadership-manual-tab-15-financial-management-pacs-and-dpacs

✓ For more information contact info@bccpac.bc.ca

✓ Charity Village

<http://www.charityvillage.com/cv/main.asp>



Thank You!

Thanks for attending this session 😊

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